


Enabling Student Financial Text Message Alerts from SIS


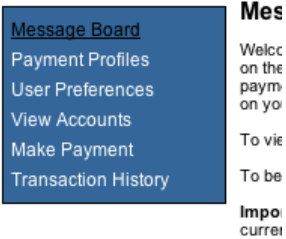
Concept

This process demonstrates enabling text message alerts when a bill is created for a student. Text message alerts are available for both the student and authorized payers. Please note that this text alert is only one communication. If a reply is sent to a text alert, the message cannot be retrieved.

Procedure

Begin by logging in to the SIS at *case.edu/sis* with your CWRU Network ID and password.

Step	Action
1.	<p>In the Student Center's Finances area, click the View Billing Statements / Make a Payment link.</p> 

<p>2.</p>	<p>Click the Open Online Billing and Payment System link. A new window should appear. If not, please be sure to turn off your pop-up blocker and try again.</p> 
<p>3.</p>	<p>You are logged onto the Message Board screen. Click User Preferences from the menu.</p> 

- Message Board
- Payment Profiles
- User Preferences**
- View Accounts
- Make Payment
- Transaction History

User Preferences

To be notified of your statements via email, please enter a primary and secondary email address. Click the appropriate check boxes to select your desired level of notification.

Email Addresses

Primary: noreply@case.edu

Secondary:

SMS Option

Mobile Phone Mobile Carrier

@

Your carrier may charge you for receiving text messages. You should check with your carrier to find out what you will be charged for SMS messages before signing up for this service.

Notification

When a bill arrives. Email SMS

When an authorized payer has made a payment. Email SMS

Send me a paper bill.

Step	Action
4.	<p>The User Preferences tab will appear.</p> <p>In the SMS Option area, enter your Mobile Phone number.</p> <div style="border: 1px solid #005596; padding: 5px; margin-top: 10px;"> <div style="background-color: #005596; color: white; padding: 2px;">Payment Profiles</div> <div style="background-color: #005596; color: white; padding: 2px;">User Preferences</div> <div style="background-color: #005596; color: white; padding: 2px;">View Accounts</div> <div style="background-color: #005596; color: white; padding: 2px;">Make Payment</div> <div style="background-color: #005596; color: white; padding: 2px;">Transaction History</div> <div style="padding: 5px; margin-top: 5px;"> <p><small>To be notified of your statements via email, please enter a primary and secondary email address. Click the appropriate check boxes to select your desired level of notification.</small></p> <div style="background-color: #005596; color: white; padding: 2px;">Email Addresses</div> <div style="padding: 5px;"> <p>Primary: noreply@case.edu</p> <p>Secondary: <input type="text"/></p> </div> <div style="background-color: #005596; color: white; padding: 2px;">SMS Option</div> <div style="padding: 5px;"> <p>Mobile Phone Mobile Carrier</p> <p><input type="text" value="2165551234"/> @ <input type="text" value="Select One..."/></p> <p><small>Your carrier may charge you for receiving text messages. You should check with your carrier to find out what you will be charged for SMS messages before signing up for this service.</small></p> </div> <div style="background-color: #005596; color: white; padding: 2px;">Notification</div> </div> </div>

<p>5.</p>	<p>Select your cell phone provider from the Mobile Carrier drop down list. .</p> <p>To be notified of your statements via email, please enter a primary and secondary email address. Click the appropriate check boxes to select your desired level of notification.</p> <div data-bbox="430 352 1308 646"> <p>Email Addresses</p> <p>Primary: noreply@case.edu Secondary: <input type="text"/></p> <p>SMS Option</p> <p>Mobile Phone Mobile Carrier <input type="text" value="2165551234"/> @ <input type="text" value="ATT Wireless"/></p> <p>Your carrier may charge you for receiving text messages. You should check with your carrier to find out what you will be charged for SMS messages before signing up for this service.</p> <p>Notification</p> </div>												
<p>6.</p>	<p>In the Notification area, check the SMS option for “When a bill arrives”.</p> <p>User Preferences</p> <p>To be notified of your statements via email, please enter a primary and secondary email address. Click the appropriate check boxes to select your desired level of notification.</p> <div data-bbox="391 829 1269 1371"> <p>Email Addresses</p> <p>Primary: noreply@case.edu Secondary: <input type="text"/></p> <p>SMS Option</p> <p>Mobile Phone Mobile Carrier <input type="text" value="2165551234"/> @ <input type="text" value="ATT Wireless"/></p> <p>Your carrier may charge you for receiving text messages. You should check with your carrier to find out what you will be charged for SMS messages before signing up for this service.</p> <p>Notification</p> <table border="0"> <tr> <td></td> <td style="text-align: right;">Email</td> <td style="text-align: right;">SMS</td> </tr> <tr> <td>When a bill arrives.</td> <td style="text-align: right;"><input checked="" type="checkbox"/></td> <td style="text-align: right;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>When an authorized payer has made a payment.</td> <td style="text-align: right;"><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Send me a paper bill.</td> <td></td> <td></td> </tr> </table> <p style="text-align: right;"><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> </div>		Email	SMS	When a bill arrives.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	When an authorized payer has made a payment.	<input checked="" type="checkbox"/>		<input type="checkbox"/> Send me a paper bill.		
	Email	SMS											
When a bill arrives.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>											
When an authorized payer has made a payment.	<input checked="" type="checkbox"/>												
<input type="checkbox"/> Send me a paper bill.													
<p>7.</p>	<p>Click the Save button.</p> <p><input type="button" value="Save"/></p> <p>End of Procedure.</p>												

Receiving Alert

When a monthly bill is created by the Bursar's Office, you will receive a text message alert containing the due date and a link to log into SIS. Please note that this text alert is only a one-way communication. If a reply is sent to the bill alert, the Bursar's Office will not retrieve the message. For questions or concerns about you bill, please email bursar@case.edu or call 216.368.2226.

