

Transact: SMS Alerts – Enrollment and Updating

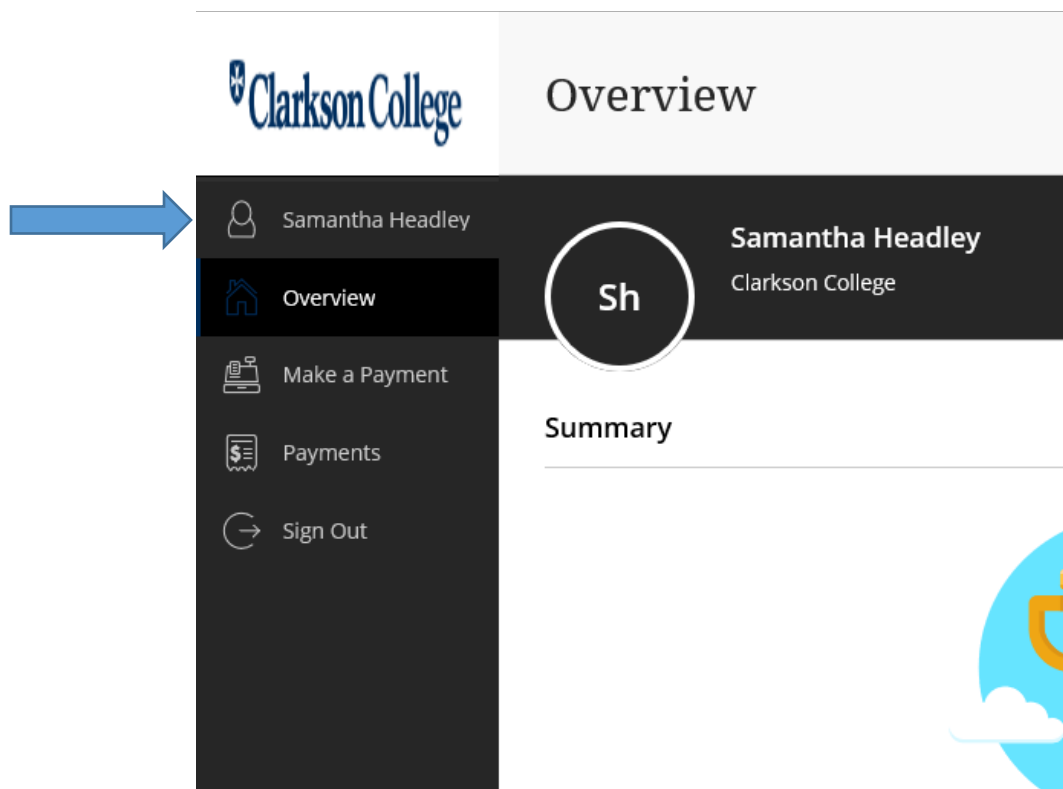
Students have the opportunity to sign up for text message alerts for a variety of account activities, such as an upcoming payment due date, an automatic payment, or the distribution of an [eRefund](#).

Throughout this document, you will be provided detailed instructions on the enrollment of SMS Alerts as well as [updating or removing alerts](#).

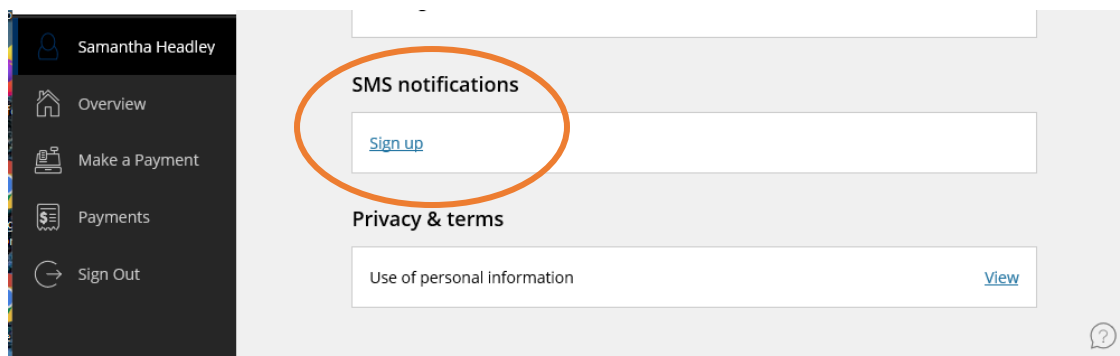
***If you have any questions about logging into either Self Service or Transact, please refer to the document titled, [Logging In and Viewing Important Account Information](#).*

Step 1) Log into Self Service, Transact

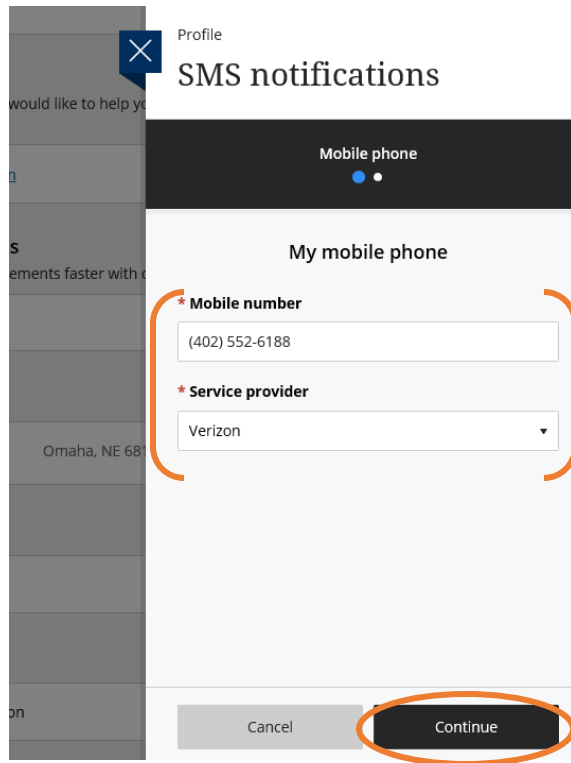
Step 2) Select the profile or the tab titled with “Your Name,” located at the top of the vertical menu.



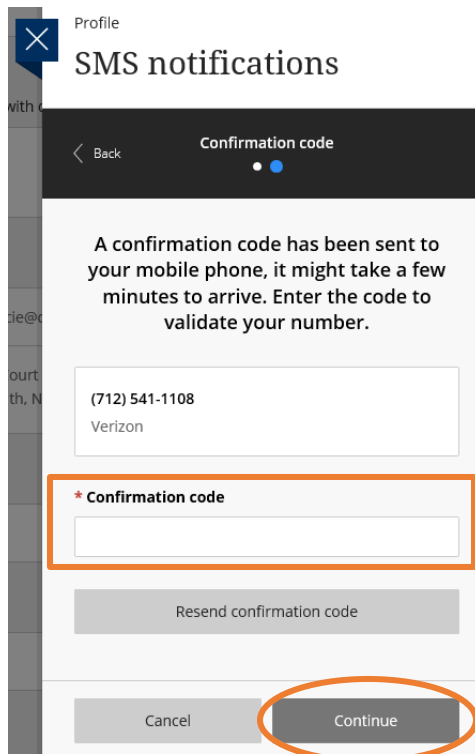
Step 3) Within the main page or homepage, click the link “Sign Up” located under SMS notifications.



Step 4) Enter in your number and service provider then click “Continue.”



Step 5) A confirmation code will be sent to the cell phone number provided in the previous step. Enter the code into the Confirmation Code field, then click **Continue**. **If there are any issues receiving the confirmation code, review the on screen instructions.



Step 6) Once successfully enrolled, review the type of notifications and determine what you wish to receive. Simply check the box to the left of the particular notification(s) and click **Save**.

Profile

SMS notifications

Success! You are now set up to receive SMS notifications, which ones would you like?

- When a payment plan payment is due, late, or if I've been withdrawn from the plan
- If bank account information that I entered for a scheduled payment is not valid
- When a scheduled payment is processed
- When a direct deposit refund or disbursement is processed
- If I've been withdrawn from direct deposit refunds
- When a payment is made by someone I've set up as a payer

Save

Updating or Removing Alerts

Step 1) Repeat Steps 1 & 2.

Step 2) From the home page of your profile, scroll down to find SMS notifications. Across from your number, click the pencil icon or edit.



Step 3) The image below should appear. You can review selected number and carrier as well as the notifications currently selected. To add or remove notifications, simply check or uncheck the boxes across from the specific notification. Click **Save** to save changes.

**If you would like to completely remove notifications, click "Remove mobile phone," circled below.

A screenshot of the 'SMS Notifications' settings page. At the top, it says 'Profile' and 'SMS Notifications'. Below this, a box displays the phone number '(712) 541-1108' and the carrier 'Verizon'. A section titled 'Select your notifications' contains a list of six notification options, each with an unchecked checkbox:

- When a payment plan payment is due, late, or if I've been withdrawn from the plan
- If bank account information that I entered for a scheduled payment is not valid
- When a scheduled payment is processed
- When a direct deposit refund or disbursement is processed
- If I've been withdrawn from direct deposit refunds
- When a payment is made by someone I've set up as a payer

At the bottom of the notification list, a grey button labeled 'Remove mobile phone' is circled in orange. Below this are two buttons: 'Cancel' and 'Save'.