SEND (Student E-Newsletters from Departments) is an official communication tool used to send messages to UNLV students. SEND collects e-mails and creates e-newsletters for students within a department and/or college. SEND was created to minimize the number of e-mails students get from UNLV, yet maximize the impact by delivering a consolidated newsletter containing each week’s important announcements or deadlines. Designated college facilitators are responsible for approving messages and sending out the newsletter each week.

Logging in to SEND

1) Visit the following page: https://oit.unlv.edu/SEND and click the Log in to SEND link.
2) Enter your ACE account credentials on the login screen:

- ACE Username
- Password

* You need an ACE account to login.

If you are having trouble logging in, contact the IT Help Desk via e-mail ithelp@unlv.edu or via phone 702.895.0777.

3) Click Log In

SEND Overview

After logging in you will see four main tabs: View, Find Message, Post, and Help. The color of the tab will change to Red to indicate which tab you have currently selected.

- **View**: View all messages submitted in the last 30 days
- **Find Message**: Search all messages based on college, department, and keyword
- **Post**: Compose and submit a message
- **Help**: Access help pages on how to use SEND
Viewing Sent Messages
1) Click on the View tab and click to view all messages for the last 7 days or last 30 days. Note: Messages will only appear if they’ve already been approved and sent out in the weekly newsletter.
2) To view an entire message, click on the message title.
3) To return to the message list, simply close the message window.

Finding Messages
1) Click on Find Message tab.
2) Use the pull-down menus to set search criteria for College and/or Department. You may also specify search criteria by class standing. The search results will pull messages sent via SEND and RAVE.
3) Enter a key word in the textbox if desired.
4) Click Search button.

Posting Messages
1) Click on the Post tab.
2) Enter all of the details for your message (some fields are required).
3) Click Submit. (You will be directed to a confirmation page.)
4) Review the content of your message and click the Confirm button to submit the message or click on the link entitled “here to make corrections” to edit your message.
5) After clicking on the Confirm button, the following message will appear:

Your message has been processed successfully. A facilitator will review your message soon.

Title*: Title of your message (cannot exceed 80 characters)
Choose College* / Department*
For Whom*: Select Class Standing
Content*: Message Body (cannot exceed 3000 characters)
Link: Link for further information for readers

* = Required Field(s)

Title: Title of the message (cannot exceed 80 characters)
Choose College / Department
For Whom: Select Class Standing
Content: Message Body (cannot exceed 3000 characters)
Link: Link for further information for readers

Select Category*: (Announcement / Event / Deadline)
Select Send as Emergency† or Next Announcement†
† Emergency option is for actual emergencies only!

Provide Contact Information* (made public to students)
Provide Submitter Information (for use by facilitator in case of questions)