

SEND (Student E-Newsletters from Departments)

Guide for Submitters

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

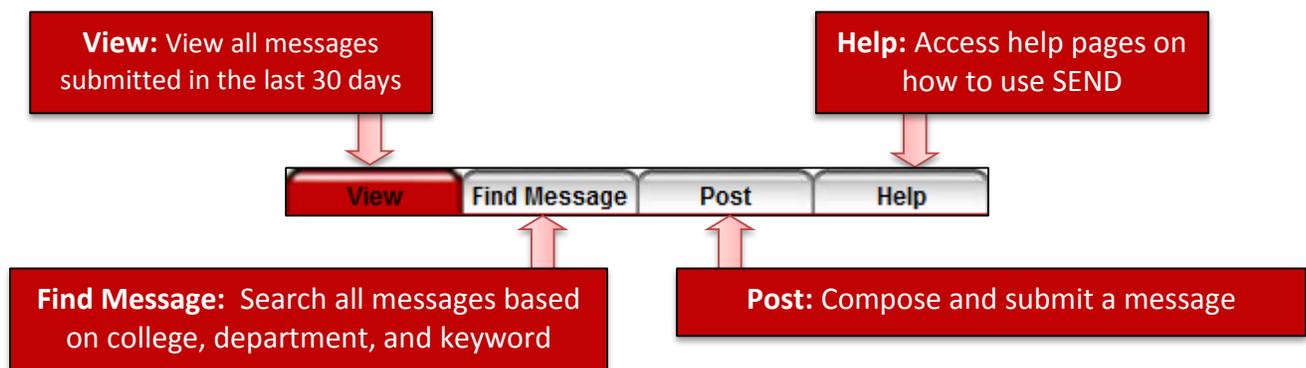
- 1) Visit the following page: <https://oit.unlv.edu/SEND> and click the **Log in to SEND** link.
- 2) Enter your ACE account credentials on the login screen:

The screenshot shows a login form with two input fields: "ACE Username" and "Password". Below the fields is a "Log In" button. A note states: "* You need an ACE account to login." Below the note is a user icon and text: "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**

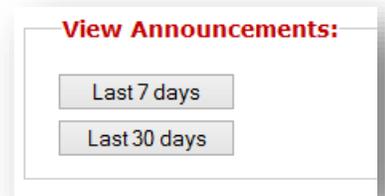
SEND Overview

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.



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).

* = Required Field(s)

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

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)

The screenshot shows a web form with tabs for 'View', 'Find Message', 'Post', and 'Help'. The 'Post' tab is active. A red box at the top left explains that '*' denotes required fields. A large red box at the top right lists the requirements for the Title, College/Department, For Whom, Content, and Link fields. A red box on the right points to the Category dropdown menu, explaining the options. Another red box points to the Send radio buttons, explaining the Emergency and Next Announcement options. A red box at the bottom left points to the Contact and Submitter information sections, explaining their purpose. The form includes a timer (20 minutes), a 'Submitter Help' link, and a 'Submit' button at the bottom right.

- 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.