Student Inform Submission Guide

Student Inform is a tool for the campus-wide delivery of announcements/notifications to students. Submitted messages are compiled and delivered in an email at the same time each day. Only faculty and staff can submit messages through Student Inform. This guide illustrates how to send messages through Student Inform.

1. In an internet browser, navigate to https://studentinform.kennesaw.edu
2. Type your NetID Credentials in the NetID and Password fields (see Figure 1).
3. Click Login (see Figure 1).

Figure 1 - NetID Credentials

4. In the Submission Form page, enter the Title of your message in the Title field (see Figure 2).
5. Enter the body of your message in the Message field (see Figure 2).
6. In the link field, you may enter a link to a website that provides supplemental information for your Student Inform message. This link may be to a departmental or external webpage (see Figure 2).
7. Click the Send button to send the form (see Figure 2).
8. You may log out of Student Inform using the Logout button.

Figure 2 – Using the Submission Form

Note: There is a 250-word limit when adding text into the Text field.
Note: You will not be able to edit or delete a message upon clicking Send.
Note: A confirmation message will appear upon submitting the message.