

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).

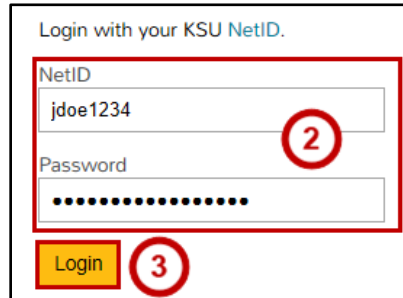


Figure 1 - NetID Credentials

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.

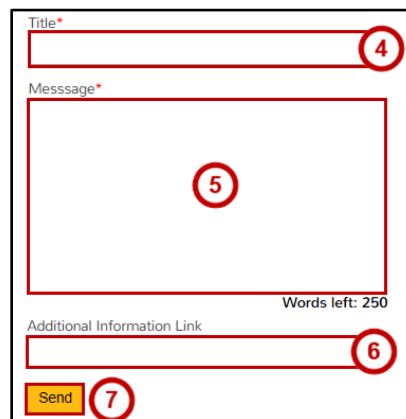


Figure 2 – Using the Submission Form

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.