Student Inform is a tool for the campus-wide delivery of announcements and notifications to students. Submitted messages are compiled and delivered in a weekly email on Mondays at 8:30 AM. 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 and NetID password in the NetID and Password fields (See Figure 1).
3. Click Login (See Figure 1).

4. The New Message form will open. Enter:
   a. **Title:** specific to the message topic and no more than six words (See Figure 2).
   b. **Message:** the main body of text (See Figure 2).
   
   **Note:** There is a 250-word limit for the message.

   c. **Category:** choose the most relevant category from the drop-down menu (See Figure 2).
      i. **Reminders and Deadlines**
      ii. **Weekly Planner:** use for events occurring in the upcoming week
      iii. **On the Menu:** reserved for Dining Services
      iv. **News & Announcements**
      v. **Academics & Research**
      vi. **Upcoming Events:** use for events occurring beyond the upcoming week
   
   **Note:** The Title, Message, and Category fields are required.
d. **Date**: enter the date in MM/DD/YYYY format or click the **calendar icon** and select a date (See Figure 2).

**Note**: The *Date* field indicates the date of the event and has no bearing on when the message is sent out.

e. **Additional Information Link**: a link to a University webpage, calendar event, PDF, or Owl Life page that provides supplemental information (See Figure 2).

5. Click **Preview** (See Figure 2).

![Figure 2 - Message Form View](image-url)
6. Your message will appear as it will be displayed when it is sent out.
   a. To make any changes, click Edit (See Figure 3).
   b. If your message is ready to submit, click Send (See Figure 3).

   Note: You will not be able to edit or delete a message after clicking Send.

   ![Message Preview]
   
   Figure 3 - Click Edit or Send

7. A confirmation message will appear after successfully submitting your message.