



How To Guide: Opt-In To Receive Emergency Text Messages From SF State

Log in to your Student Center on the SF State Gateway: <https://gateway.sfsu.edu/>

Click on **Schedule / Classes** then **Student Center**

The screenshot shows the SF State Gateway website interface. On the left, there is a navigation menu with the following items: **Home**, **FUTURE STUDENT** (with sub-link [Application Status](#)), **STUDENT** (with sub-link **Schedule / Classes** highlighted in a dark blue box), [Academics](#), and [Financial / Jobs](#). A red arrow points from the **Schedule / Classes** link to the right. The main content area has a breadcrumb trail: [» Schedule / Classes](#). Below this is the **Student Center** section, which contains a notice about system maintenance, a paragraph about finding textbooks, and a link for [CS Student Center Guides](#). At the bottom of this section is a button labeled **Student Center**, which is pointed to by another red arrow.

After your Student Center opens, select **Phone Numbers** in the drop down menu under Personal Information and click on the button next to the drop down menu to go to the next page.



Select **Add A Phone Number**.

The screenshot shows the 'Phone Numbers' page. At the top right is a 'go to ...' dropdown menu. Below it are navigation tabs: 'addresses', 'names', 'phone numbers', 'email addresses', 'emergency contacts', 'demographic information', and 'ethnicity'. The 'Phone Numbers' tab is selected. Below the tabs is the heading 'Phone Numbers' and the instruction 'Enter your phone numbers below. If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.' Below this is a table with columns: '*Phone Type', '*Telephone', 'Ext', 'Country', 'Preferred', and an empty column. Below the table are two buttons: 'ADD A PHONE NUMBER' and 'SAVE'. The 'ADD A PHONE NUMBER' button is highlighted with a red arrow pointing to it. Below the buttons is the text '* Required Field'. At the bottom of the page are navigation links: 'Addresses', 'Names', 'Phone Numbers', 'Email Addresses', 'Emergency Contacts', 'Demographic Information', and 'Ethnicity'. At the bottom right is another 'go to ...' dropdown menu.

*Phone Type	*Telephone	Ext	Country	Preferred	

On the drop down menu under Phone Type select **Mobile Text** and enter your cell phone number in the **Telephone** field to opt-in to receive emergency text messages from SF State. Finally, don't forget to **Save** before exiting this area of your Student Center.

go to ...

addresses names phone numbers email addresses emergency contacts demographic information ethnicity

Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*Phone Type	*Telephone	Ext	Country	Preferred	
Mobile Text				<input type="checkbox"/>	delete

ADD A PHONE NUMBER

SAVE

* Required Field

Addresses Names Phone Numbers Email Addresses Emergency Contacts Demographic Information Ethnicity

go to ...