## **TEXT MESSAGE ANNOUNCEMENTS & ALERTS**

## **ENROLLING IN TEXT MESSAGES**

#1

Open UltiPro, using your usual method. (You cannot enroll in text services through the UltiPro mobile app.)



#6 Under the Community Broadcast section, highlight the phone number you want to receive text messages.

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<ul> <li>Personal</li> </ul>				Jennifer • Io Do Share Ideas   H
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Address				Add Alternate Phone Number Add Contact
Quick Address Search 🕐	Search X			Add Emergency Contact Change Private Information Voluntary Self-Identification of Disability
Country	United States      County		_	Add Identification Document
Address	555 Main Street     Primary e-	mail xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx		
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City	Anywhere Active Dire	ctory ID xxxxxxxxxil		Personal Section Overview
State/Province	Colorado			Human Resources – Resources for Employees
Zip/Postal code	• 55555			Enter Contacts Tour
Telephone				
Primary Personal Phone	United States			
	• (970) 123-4567 Private Yes •			
Primary Work	None			
Phone	(970) 123-4517 (Primary Home Phone)			
	(970) 498-5 (97) (97) (97) (97) (97) (97) (97) (97)			
Community Broad	cast (970) 123-4567 (Cellular)			
SMS	(970) 123-4567 (Cellular)			
	Messages sent through this service my incur text message and/or data charges from your wireles	s provider		
	US and Ganadian numbers only			
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Click the green Save button.

STOP

**#7** 

You are now successfully enrolled to receive text message announcements and alerts. If you'd like to unsubscribe from text messages, please continue to page 4. If you need to unsubscribe from test message alerts, you can find those instructions on the last page.

#8 If you need to enter a new phone num Edit button.	ber, click on the	#9 Under the Things To Do section, select the Phone Number" option.	"Add Alternate
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#10

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MENU Myself Personal	Jennifer 💌   To Do   Share Ideas   Help   Logout
Employee Summary Name, Address, and Telephone Status/Key Dates Contacts Emergency Contacts Property Private Info Identification Documents Other Personal Info	Find
Add/Change Alternate Phone Number	Things I Can Do Tot His 18 at Change Name Address, or Telephone Add Alternate Phone Number Add Contact Add Intergroup, Contact Change Private Information Voluntary, Self-Identification of Disability, Add Identification Document Duick Tours and Tips
	Personal Section Overview Human Resources - Resources for Employees Enter Contacts Tour

## #11 Click the green Save button.

Now that the correct phone number has been added, complete steps 5, 6, and 7 to add your number for text message announcements and alerts.

## UNSUBSCRIBING FROM TEXT MESSAGES



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Under the Community Broadcast section, click on dropdown box, and select None.

ployee Summary	Name, Address, and Telephone	Status/Key Dates	Contact	Emergency Contacts	Property	Private Info	Identification Doc	uments	Other Personal Info	8	
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			/						1		
Address									1		
Quick Address Search 🕜	Search	_/	×					1			
Country	United States			Co	unty						
ddress	555 Main Street			Prin	nary e-mail	3000	xxxxxx@co.larimer.co	15			
ddress Line 2				Alte	rnate e-mail	2000	xxxxxx@gmail.c.m				
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Community Broad	icast (970) 123-4567 (Cellular)										
MS	(970) 123-4567 (Cellular)										
	Messages sent through this a	ervice may incur text	message and/c	or data granges from your	wireless provide	¢					
	US and Canadian numbers of	ay		/							