Text Messaging from Navigate

Step 1: Login to Navigate Staff on the Web at go.niu.edu/navigate

- Use your student **A-ID** and **password** to log in.
- If you need help with your username and password, contact the NIU Service Desk at 815-753-8100 or ServiceDesk@niu.edu.

Step 2: Message the student(s) you identified in Navigate Staff

*For instructions on how to search for students or for creating student lists, view the **Job Aids** at go.niu.edu/navigate*

From a student list or from an individual student's landing page:

- ❑ Click the **Message Student** link or select the **Actions** link to text multiple students.
  - *When text messages are sent to multiple students, recipients will not see the numbers or names of others in the list*.
- ❑ From the Messaging dialog box, select the **Text** tab.
- ❑ Navigate text messages are text only messages— no pictures or graphics— and have a 160-character limit.
- ❑ You can message any number of students; however, text responses only occur for distributions of 100 or fewer.
- ❑ URLs count as characters; it is recommended that you use go.niu.edu URLs to reduce characters.
- ❑ Beginning your texts with **From NIU:** can be useful for students to understand that the text is not a smishing attempt.

Step 3: Monitor Responses to messages

- ❒ Text responses come through to your Outlook email account and within Navigate Staff **Conversations**.
- ❒ It is recommended that you view and respond to messages from Navigate Staff.

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