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.