Student Inform User Guide

Student Inform is a tool for the campus-wide delivery of announcements/notifications to students. Submitted messages are compiled and delivered in a weekly email 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 Credentials in the NetID and Password fields and click Login.
3. Click Create New Message.

4. In the Submission Form page, enter the title of your message in the Title field (required). Titles should be specific to the message topic and no more than 6 words.
5. Enter the body of your message in the Message field (required). There is a 250-word limit when adding text into the Message field.
6. In the Category drop down, choose the most relevant category (required):
   - Reminders & Deadlines
   - Weekly Planner (events occurring in upcoming week)
   - On The Menu (reserved for Dining Services)
   - News & Announcements
   - Academics & Research
   - Upcoming Events (events occurring beyond upcoming week)

7. Enter the date in the Date field by typing in MM/DD/YYYY format or clicking on the calendar icon to choose a date.
8. In the Additional Information Link field, you may enter a link to a university webpage, calendar event, PDF, or Owl Life page that provides supplemental information for your message.

9. Proofread your message, then click Preview.
10. If you need to make changes to your message, click Edit. If your message is ready to submit, click Send. *You will not be able to edit or delete a message upon clicking Send.
11. A confirmation message will appear after successfully submitting your message.