HOW TO
SET UP YOUR NOTIFICATIONS

This is a step-by-step guide explaining how to set up notifications using your new self-serve portal. Notifications will send information to your cell phone or send email about your class schedules, account balances and other information.

Begin by logging into MyConcordia portal. Once logged in, click on “My Student Centre” located on the upper left-hand side of the screen to access your self-service dashboard. Under the Personal Information section, click on “User Preferences”. Select the “Notification Preferences” tab to set the method of alert notifications below. You can then text one of the commands to receive text messages directly to your cell phone.

1. Under the Personal Information section, click on “User Preferences”

2. Select “Notification Preferences” tab and set your notification preferences and method of alert notification below

3. Setup Alert Notifications

concordia.ca/your-SIS
3 Use “Information on the go”

4 Click on the green arrow for explanations of each command

Use the following commands to receive information directly to your cell phone:

- **ARRET** = Unsubscribe
- **BAL** = Account Balance
- **CAN** = Cancelled classes
- **GR** = Grades
- **LIST** = List of Commands
- **SCH** = Class Schedule
- **STOP** = Unsubscribe

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