New Student Information System User Manual

User Account: Head of Department

Function: Communicate with Faculty

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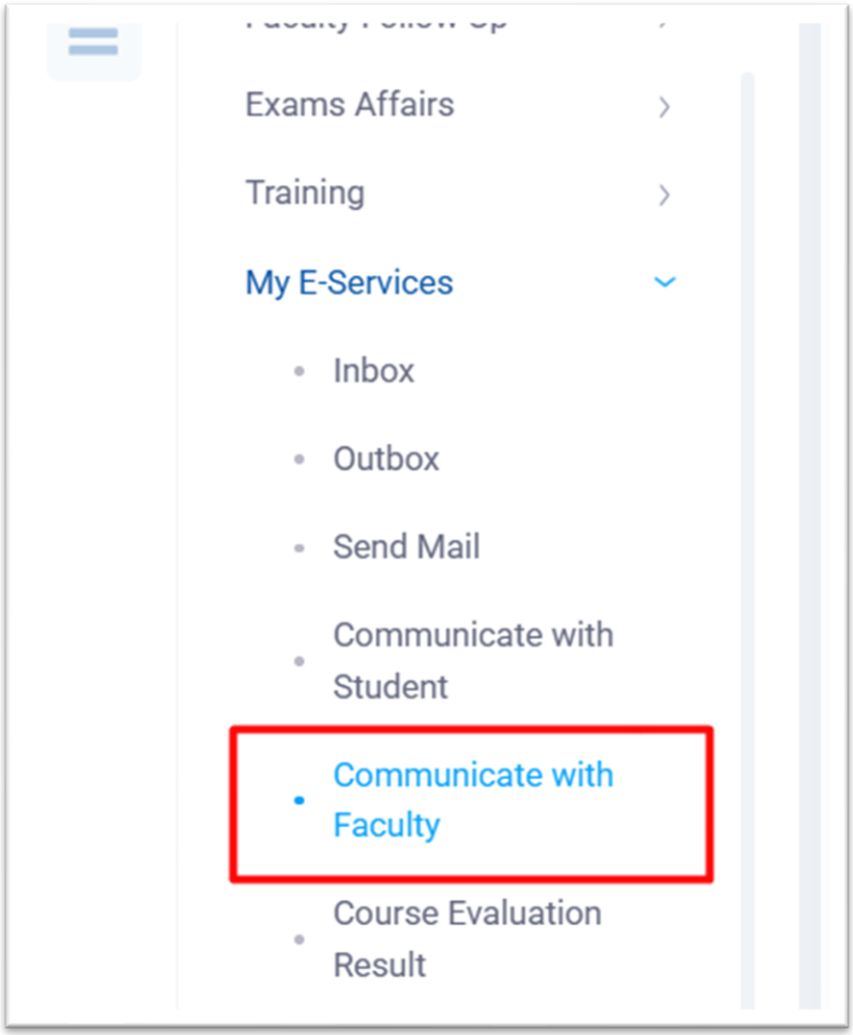
1. Select Faculty Member: 4
2. Enter Subject and Message body ..... **Error! Bookmark not defined.**

A. System Overview

- From the My-Eservices menu, the head of department can select the screen "**Communicate with Faculty**" to send messages to Faculty Members.



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- **Figure 1 – Communicate with Faculty**

B. Instructions

This screen allows the Head of Department to Send messages to Faculty Members.

1. Select Faculty Member:

- Search for Members with search criteria.
- Select Members

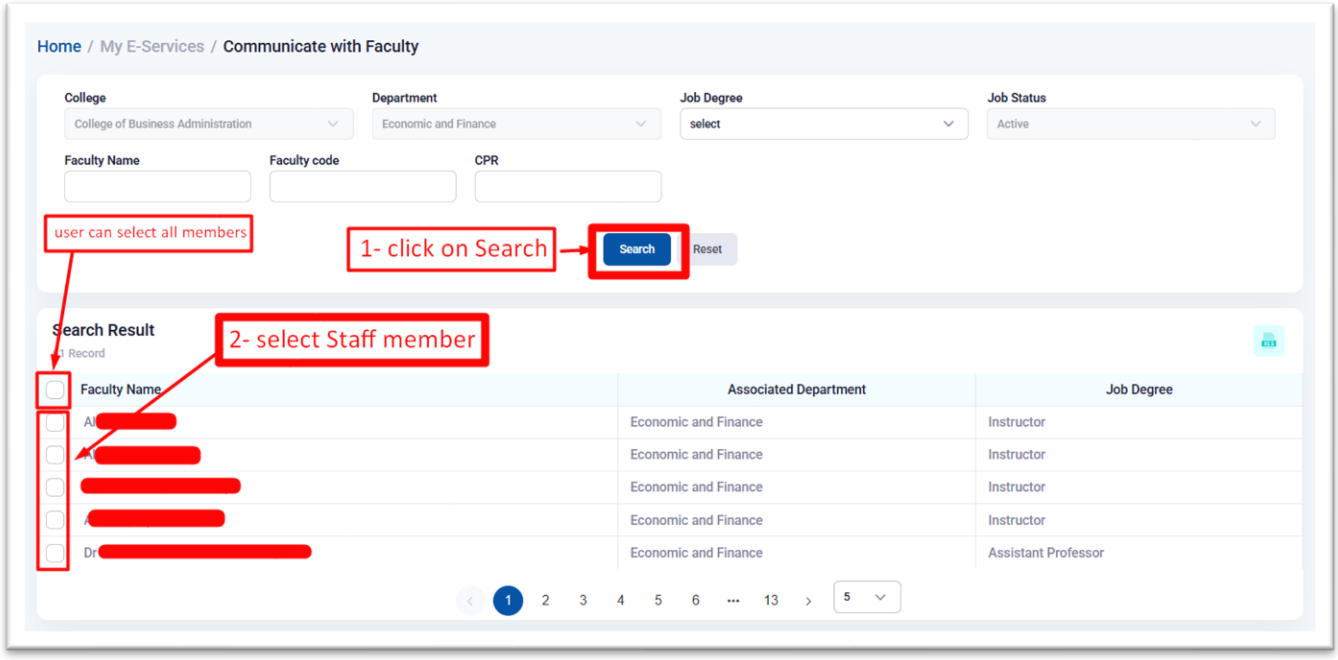

Figure 2 – Search for Faculty Members

2. Enter Subject and Message body

The HOD should enter Subject and Message body.

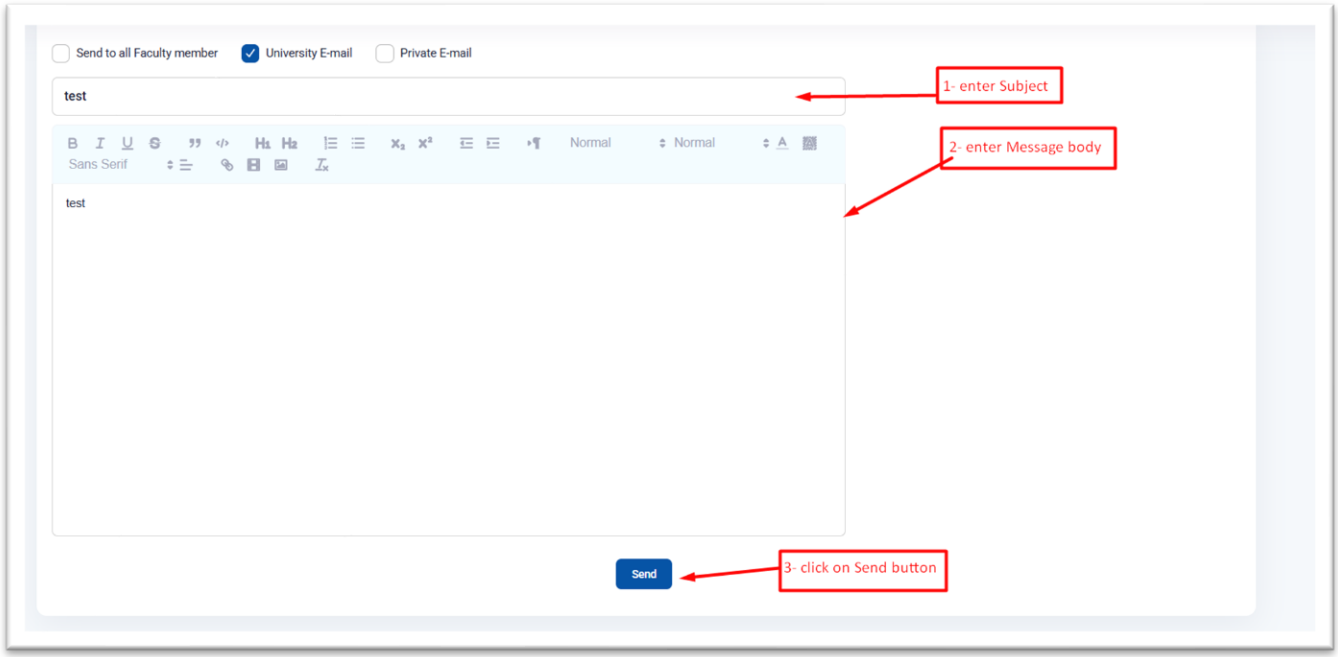

Figure 3 – Send Messages