

19 October 2015

To the OSU community:

Many of you have the occasional need to communicate with the campus community, or groups within the broader OSU community. Please keep this document on hand to guide you through your options. If you have questions regarding the following choices, please email us.

Gigi Bruce
Office of the Provost & Executive Vice President
gigi.bruce@oregonstate.edu

Theresa Hogue
Internal Communications Coordinator
theresa.hogue@oregonstate.edu

OSU Today

OSU Today is daily email newsletter for Oregon State University faculty and staff, with a subscriber base of nearly 9,000. *OSU Today* will let faculty and staff know about

- where OSU is featured in the news media
- events or opportunities on campus
- news and features involving OSU faculty, staff and programs
- newsletters and notices
- employee information and job postings
- other interesting aspects of the campus
- traffic and maintenance notices
- weather updates

Submission guidelines: <http://oregonstate.edu/osutoday/?p=6898>

Contact: OSU Today: osutoday@oregonstate.edu

You may subscribe here: <http://lists.oregonstate.edu/mailman/listinfo/osutoday>

OSU Calendar

OSU events open to the public can be submitted to the OSU online calendar by going to the calendar page: <http://calendar.oregonstate.edu/> and logging in with your Onid password.

Guidelines are available on the site.

LIFE@OSU

This online faculty and staff news magazine offers feature stories, videos and photo galleries focused on the OSU community. You can read it here: <http://oregonstate.edu/dept/ncs/lifeatosu/>

LIFE@OSU includes events, awards, honors, personality profiles, and stories on faculty, staff and students. Story ideas are always welcome. To submit a suggestion, email lfeatosu@oregonstate.edu.

LIFE@OSU Editor: Theresa Hogue; theresa.hogue@oregonstate.edu

Inform-C Email Lists (Commonly known as INFORM OSU)

The Inform-C email lists are updated automatically using BANNER. This means that units and departments must keep their personnel records in BANNER current and accurate, including preferred email addresses. Employees may check to verify their preferred email address in the system by:

1. Go to MyOSU at <http://myosu.oregonstate.edu>
2. Log in with your ONID credentials
3. Click on the Employee tab
4. In the My Employment Details area, click on Update Email Address
5. Follow the on-screen instructions to insert a new address and mark it as Preferred.

All Inform-C email lists are visible in the global address book:

Inform-C1: deans, executives, chief officers

Inform-C2: top academic/research administrators: department and school heads/chairs; center directors, etc.

Inform-C3: top administrators: administrative unit directors, etc.

*Inform-C6: all OSU classified employees

*Inform-C7: all OSU professional faculty

*Inform-C8: all OSU instructors, research associates/assistants

*Inform-C9: all OSU professors, associate professors, assistant professors

Inform-C10: academic advisors

Inform-C11: office managers, executive assistants, administrative assistants

*Inform-C12: other (postdoc scholars, clinical fellows, courtesy appointments, postdoc fellows, graduate fellows, temporary employees and academic wage appointments)

Inform-C13: emeritus faculty

Not currently in use: Inform-C4, C5

*When you need to reach all employees, use lists C6, 7, 8, 9, and 12. Depending on your message, you may also wish to add on INTO OSU Joint Venture employees and OSU Foundation employees. Email Gigi Bruce to discuss the audiences you are trying to reach.

OSU has an acceptable use policy that limits broadcast emails. In general, information broadcasted should be relevant to all recipients.

When you send information to **any** Inform-C list, you will receive an auto-reply indicating that the list moderator will approve or disapprove your request. Emails that are not acceptable within the use policy will not be approved.

Common requests for broadcast emails include the following, but will very likely not be approved:

- **Newsletters** (from departments, colleges, and divisions): All electronic newsletters should be posted to the web. Share the link with the campus community via *OSU Today*.
- **Workshops, Seminars, Training**: Workshops and seminars should be communicated to the campus community through *OSU Today*. Units may email information to unit heads and office managers if appropriate (inform C2, 3, 11), but should not broadcast announcements to all employees unless the information is relevant to all recipients.
- **Calls for proposals, etc.**: These should be communicated to the campus community through *OSU Today*. Units may email information to unit heads and office managers if appropriate (inform C1, 2, 3, 11), but should not broadcast announcements to all employees unless the information is relevant to all recipients.
- **Position announcements**: Position announcements are posted to the HR employment web page. They may also be communicated to the campus via *OSU Today*. Only announcements regarding positions that impact the full campus community should be shared in broadcast emails (e.g. deans, vice presidents, etc.).
- **Award, fellowship, and scholarship information**: Units are asked to limit their broadcast emails only to information that is relevant to all recipients. It is rare that these announcements should be broadcasted broadly. Usually, sharing these announcements with unit heads and office managers is most appropriate, as well as posting them to *LIFE@OSU*.
- **Road closures, traffic announcements, construction announcements, etc**: Submit your announcement to *OSU Today*.
- **Retirement receptions**: Submit your announcement to *OSU Today*.
- **Events**: Use *OSU Today*.

Contact for INFORM emails: Gigi Bruce; gigi.bruce@oregonstate.edu

Daily Barometer

The OSU student daily newspaper is published Monday through Friday during fall, winter and spring terms and on a limited schedule during summer term. The Barometer is a source of news for both students and faculty and staff. To submit an event or story idea, email news@dailybarometer.com. The online version is available here: <http://www.dailybarometer.com/>

Student Email Lists

Many departments/units have student email lists that they use at the local level. The University has email lists that reach all undergraduate and/or graduate students. Requests to send to these lists should be directed to the Office of the Registrar.

Alerts & Emergency Notifications

The [OSU Alert portal](#) allows you to provide OSU with your current emergency contact information. This information will only be used to notify you in the event of an emergency. *The OSU Alert portal is a hosted service by Blackboard Connect and you will be redirected to their site to enter your information. Blackboard Connect is contractually obligated to protect your information and will not sell or share it with anyone.*

If you need help signing into or using the OSU Alert portal, please contact the OSU Computer Helpdesk through their contact form at <http://oregonstate.edu/is/tss/och/helpdesk> - (541) 737-3474

For policy questions about the OSU Alert service, please contact Public Safety Director Denson Chatfield – (541) 737-8321 or Emergency Preparedness Manager Michael Bamberger - (541) 737-4713.

Sign up for OSU Alert

Please read these instructions carefully. To receive OSU alert notifications, you need to create an account with Blackboard Connect and associate it with OSU. You will need to know your OSU ID number and your ONID email address (username@oregonstate.edu) to complete these steps.

1. Set up an account in Blackboard Connect:

1. Go to <https://osualert.bbcportal.com/Home>
2. Click "Sign me up!" on the right
3. Fill in your name and email address (you can use your ONID address here, or another address)
4. Set a password. The password must be at least 8 characters long and include a number; special characters are not allowed
5. You will receive an email message from "Blackboard Connect: Account Activation" – click on the link in the email to activate the new account
6. Fill out the security questions to complete sign-up

2. Login and associate your account with your OSU contact:

1. Login to the portal using the email address and password you set in the above steps
2. When it asks for an identification code, enter your OSU ID number
3. Enter your ONID email address or OSU phone number to search for your contact
4. The system will look for an OSU contact record for you; when it finds it, choose "Associate"
5. The system will then walk you through a menu where you can verify your preferred language and contact information