Instructions for using the
Calling Out System

1. To use the system, you must have a sign on established for you. If you have not already done so, please request a sign on from Catherine Mooney and provide your name and social security number. You can contact her at 954-5635.

2. Your sign on will be the first initial of your first name followed by your last name (example: cmooney). Your password will be your social security number (no dashes/no slashes).

3. To record a message, call extension 5997. Log on using your social security number. Select option #3 to record your message. At the conclusion of your message, press the # sign, and it will send the message to the calling out system.

4. Next log onto the Faculty home page and select “Calling Out System” from the On-Line Services menu and sign into the system. You can send your pre-recorded message by social security number (only 10 at a time) or by course code. (Please note—you must be the instructor of record to send a message by course code.)

5. Select the course code option, enter the date you wish the call to be made and the time (please note that military time is used), enter the course code, and from the pull-down menu, select your pre-recorded message which is under your social security number. (No one but you can see this information—your social security number is protected). When you have finished programming the calls, send it to the system.

6. The calling out system will make three attempts to complete the calls. After the third attempt, any numbers which have not gone through are deleted from the system.

7. You can only pre-record one message under your social security number at a time. If you have more than one message to go out, make sure that the system has completed the first set of calls and deleted the job before recording the second message and programming the calls. You can check this by logging on. Any jobs not completed will still show.
8. If you are experiencing difficulty using the system, please contact the Faculty Hotline at 5728 or Catherine Mooney at 954-5635.