

The Division of Student Affairs **Message Center** provides departments with a tool to distribute electronic messages to all units within Student Affairs and other subscribed divisions or units at the University of New Mexico.

PROCESS

OWNER

Event or Notice

MESSAGE



- Urgent
- Attention
- FYI

DSA

All UNITS

URGENT

Acknowledge
Take Appropriate Action

ATTENTION

Acknowledge
Remain on Standby

FYI

No Action Required
Announce Only

OWNER

CLOSE THE LOOP

MESSAGE – Alert or Notice

- OWNER sends an electronic MESSAGE using the GroupMe™ APPLICATION to the DSA.
- Use the GroupMe™ APPLICATION for all communication to the DSA.
- The MESSAGE is assigned a LEVEL OF URGENCY by the OWNER.
 - **URGENT** – A situation that may require immediate response or action by one or more UNITS in the GROUP.
 - **ATTENTION** – High level of importance but immediate response or action not required. Remain on standby for more information.
 - **FYI** – Information only. Response or action not required.
- Each UNIT responds to the MESSAGE when identified as either **URGENT** or **ATTENTION** per their internal communication plan.
- All UNITS send updates to DSA as appropriate.
- The OWNER must CLOSE THE LOOP by sending a notice to DSA when the situation has normalized and all UNITS can stand down.

How To Join

1. Download and install the GroupMe™ application from your mobile phone's App store. Install on other devices per your need. www.groupme.com
2. Go recservices.unm.edu
3. Click on **About Us**
4. Click on **DSA Communication Plan**
5. To submit electronically click on Online Sign Up.
6. For assistance email jtodd@unm.edu or call 505-277-0178.