

Contact Information Assignment

I am going to develop a contact list for this class that I can use to notify you in the event of an emergency or an unexpected and unannounced absence on my part. I will also use the list to communicate with you if the need arises.

Your assignments are as follows:

1. Set one of your email addresses in the Student Information System as your preferred email address using the following procedure:
 1. Log onto student information system
 2. Click on "Personal Information"
 3. Click on "Update E-mail Addresses"
 4. Click on the e-mail address you want to set as preferred
 5. Check the "Make this your Preferred address" box
 6. Click on "Submit"
2. Send an email to me at barker@tarleton.edu containing the following information: (Please use the course number, i.e. 215, as the subject)
 1. Course number
 2. Your Name
 3. Your preferred email address
 4. Your daytime telephone number (multiple is ok if needed)
 5. Your current mailing address where you receive most of your mail
 6. Your employers name if you are employed
 7. Your employer's telephone number
 8. Your most common shift hours

Please don't format the information but provide it in the following way:

Barker, Tommy
barker@tarleton.edu
254-968-9012
PO Box T-0400
Stephenville, TX 76402
Tarleton State University
254-968-9012
M-F 9:00 AM – 5:00 PM

If you do not have an email account, you may set up one through Tarleton by completing the following steps:

1. Log onto Tarleton's WebPages at www.tarleton.edu.
2. Select the "Current Students" option.
3. Select the "Help Desk" option under the Computing heading.
4. Select "Activate your Student Account" under the Email heading.
5. Follow the instructions given.

You may also set up email accounts through hotmail, yahoo, or any number of other free email services.

If you do not have access to a computer at your home, you may use one in our computer lab.