

How can MyLander Announcements help you?

Get the word out!

Do you need to get a message across campus? Want to make sure that all students and faculty know about your upcoming FALS event? Need to make sure all faculty and staff on campus are invited to your departmental drop in? MyLander Announcements can help you reach your audience quickly and efficiently.

Who can submit an announcement?

Any faculty or staff member can submit an announcement for publication as a MyLander Announcement.

How do I submit an announcement?

Email your announcement request to mylander@lander.edu. Make sure that you include all the details in your announcement: What? Where? When? Who is invited? How can more information be requested? What date should the announcement be scheduled to begin? How long should it appear? (Note that announcements can be scheduled to appear in MyLander for up to one week.) Please include contact information in case more information is needed from you before your announcement is scheduled.

What does an announcement look like?

Campus Announcements 📄 📧 🗑️

[Welcome Back Message from Dr. Ball](#)

Announcements 📄 📧 🗑️

[Last Day of Drop/Add -- September 7, 2009](#)

[Ice Cream Social Friday Night at Grier Student Center](#)

[ITS Security Reminders](#)

ID: 249
Subject: ITS Security Reminders
Date: Aug 20, 2009 2:46:39 PM

As faculty and staff members return to campus and prepare for the arrival of
 Many faculty and staff member laptops have been off campus for extended p
 viruses. During the next week, ITS will be scheduling mandatory security updat
 an hour to minimize the inconvenience to you. These updates must be applied
 If you have questions or comments, please contact the ITS Help Desk at (864,
 The virus activity that ITS has observed exploits weak passwords. ITS strongl
 here: <http://www.lander.edu/its/services/techservices/passwordpolicy.html>
 If you have questions or need assistance with any of these steps, please co

- Announcements appear just below Campus Updates on the Home tab of the MyLander Campus Portal.
- Choose a short, descriptive title so that Students, Faculty and Staff will click on the link.
- Once your announcement is opened, the full text of your announcement is displayed.
- Include hyperlinks and references to documents or pages published on the Lander web site for reference.

Want more information?

If you want more information about using MyLander Announcements to reach specific audiences such as student major groups, class cohorts, scholarship recipients, or similar groups, please send an email to mylander@lander.edu. Someone from the Portal Team will contact you with more details about this initiative.

Interested in being certified to publish announcements for your department?

If you are interested in publishing announcements for your department, please send an email to mylander@lander.edu. Someone from the Portal Team will call you with more details.