Official SUNYIT Communications

Official notifications from the college and service providers are sent to students, faculty and staff by the following methods:

**SUNYIT E-mail**

SUNYIT's e-mail system is used for *official communications* with students, faculty and staff. Messages from professors, advisors and offices about business specific to you as well as broadcast announcements about changes in hours and services, cancellations and other official notifications are sent to SUNYIT e-mail addresses.

Check your SUNYIT e-mail often and use it to send all college related e-mails.

**Things you should know about SUNYIT E-mail**

- SUNYIT e-mail address identifies you as a member of the SUNYIT community and is used for official communications
- Your SUNYIT e-mail account will be ready to use an hour after you activate your SITNet ID.
- SUNYIT e-mail is accessed from [http://email.sunyit.edu](http://email.sunyit.edu), the SUNYIT website and ANGEL login page.
- Your SUNYIT e-mail account does not expire. Students should continue to check their e-mail during semester breaks, recesses and after graduation.

Contact the campus IT Helpdesk if you have questions or problems with SUNYIT e-mail.

**IT Helpdesk**
Phone: (315) 792-7440
Email: helpdesk@sunyit.edu
[http://helpdesk.sunyit.edu](http://helpdesk.sunyit.edu)

**Postal Mail**

Refund checks and *some confidential* communications are sent through the US postal service. Offices needing to contact you by postal service will use your mailing address in Banner. Make sure you keep your mailing address up-to-date in Banner. You will find this in Banner under the "Personal Information" menu.
### Phone

The phone is also used for communications. Please keep your phone, work and cell phone numbers up-to-date. You will find the place to update them in Banner under the "Personal Information" menu.

### Student Announcements

Student Announcements are used to inform you about events, workshops, internships, jobs, scholarships, and so on. Student Announcements are accessible at anytime from the SUNYIT website homepage and ANGEL login page. Images showing where to find these links are below.

### ANGEL Public Announcements

Announcements for ANGEL users are posted in the Public Announcements section of the ANGEL login page. They are posted by the SLN HelpDesk and ANGEL support staff about maintenance hours, access to courses, contact information and hours for the helpdesks.