Rowan Announcer Submission Manager

1. Log into rowan.edu/selfservice.

2. On the Main Menu, select “Rowan Announcer Management Tools.”

3. Select “Rowan Announcer Submission Manager.”

4. You will see a list of submitted and already approved Rowan Announcer messages.

5. Separate Editions are located at the bottom of the page. These are the “Extra Editions” that will go out the same day, each in a separate message.

Select Message to Approve

6. Select the title of a message that you need to approve in the Messages Not Ready for Distribution table or Separate Editions Not Ready for Distribution table.

<table>
<thead>
<tr>
<th>Date and Time Submitted</th>
<th>Title</th>
<th>Submitter</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 21, 2017 2:18 PM</td>
<td>Job Opportunities</td>
<td>Ciabaglio, Courtney Ann</td>
</tr>
<tr>
<td>December 21, 2017 2:20 PM</td>
<td>Attention Smokers Looking to Quit?</td>
<td>Raiff, Bethanny Ruth</td>
</tr>
<tr>
<td>December 23, 2017 11:00 AM</td>
<td>College of Humanities and Social Sciences Annual Report</td>
<td>Fleming, Stephen Rahn</td>
</tr>
<tr>
<td>December 29, 2017 10:20 AM</td>
<td>New Year, New You Technology Skills</td>
<td>King, Erica Rosenbaum</td>
</tr>
</tbody>
</table>

Create an “Extra Edition” Message

7. Once the message is opened, there is a button to the right of the note section to “Switch to separate edition.” This option is to switch a regular announcement to an “Extra Edition”, if needed.

8. If you change a regular message to a separate edition, you must go back to the Submission Manager and start back at step 6 above.

Approve the Rowan Announcer Message

9. Towards the end of the message you can find distribution dates and submitter information.

10. At the very end of the submission is the Ready for Distribution? checkbox. To approve the message for distribution, click on the checkbox, then click the “Update” button. To remove the message, do not click checkbox and the click the “Remove” button instead.

11. Messages that are not approved or removed are moved to “Orphaned Messages” once the distribution dates have passed. This section is located on the bottom of the Rowan Announcer Submission Manager page. Approvers can see this category however, those who are submitting cannot.
Rowan Announcer Submissions

With the new Rowan Announcer system, only staff and faculty can submit a Rowan Announcer. Students will need to use the ProfLink system for message distribution.

Submit a Rowan Announcer Request

1. Log into rowan.edu/selfservice.

2. On the main menu, click on the “Employee” tab to submit a Rowan announcer to distribute.

3. Click on “Rowan Announcer Submission.”

4. Fill out the form making sure to include your distribution audience, title, category, the body of your message, contact information, dates to be distributed, event information if applicable, and any information that needs to be included.

5. Click “Preview & Submit”.

6. After reviewing your submission, Click “Submit” if your message is ready or “Go Back” if you need to make changes. You will not be able to change the message once it is submitted.

7. You will receive an email when your message is submitted and then another one when it is approved.

Remove Rowan Announcer Submissions

1. In the Banner Self Service “Employee” menu choose “Rowan Announcer - Your Submissions.”

2. You will see a menu of your current submissions. To see a specific submission click on the title.

3. At the bottom of this screen you will be able to tell if your submission has been approved for distribution.

4. You can remove your message by clicking on the “Remove” button.