

Regroup

Member's Guide

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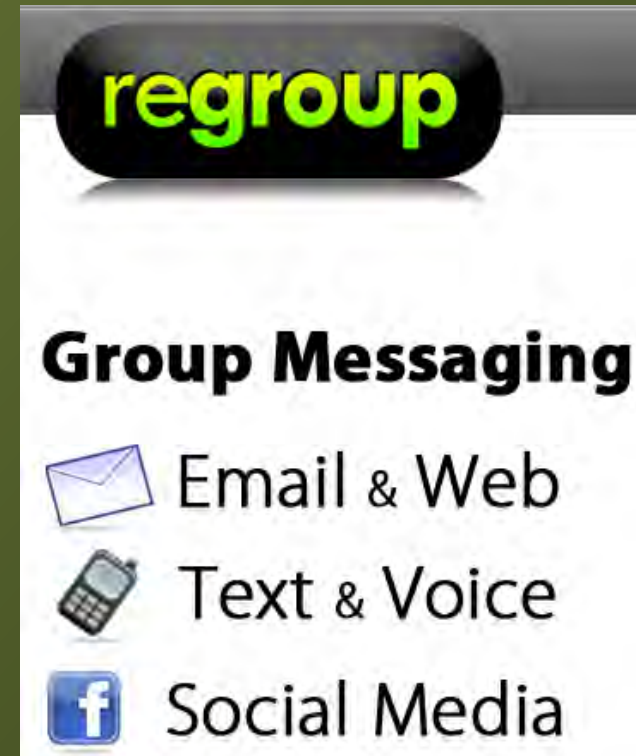
Introduction

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Introduction

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- In 2014, John Wood Community College began using Regroup, an external platform for group communication.
- Regroup can send a single message to members of a group through any or all of the following methods:
 - Regroup Web site
 - E-mail
 - Short Message Service (SMS/text messages)
 - Text-to-Speech
 - Facebook post containing link to message on Regroup Web site
 - Tweet containing link to message on Regroup Web site
- JWCC has its own Regroup network.



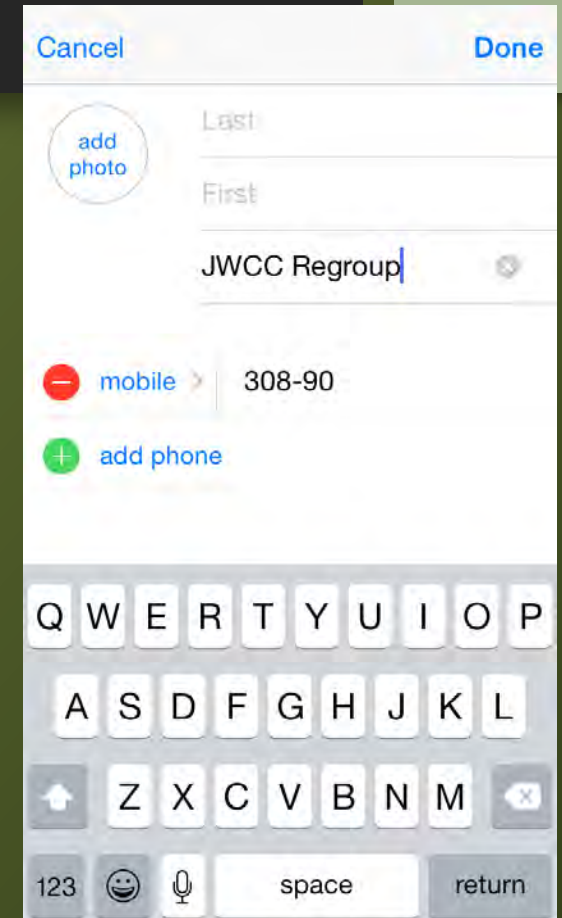
Regroup's SMS Short Code

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Regroup's SMS Short Code

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- Short codes are abbreviated telephone numbers that are used to address text and multimedia messages.
- Regroup currently sends SMS messages from the short code 30890.
- We recommend adding this number to the list of contacts on your mobile device under a name that you recognize, such as “JWCC Regroup.”

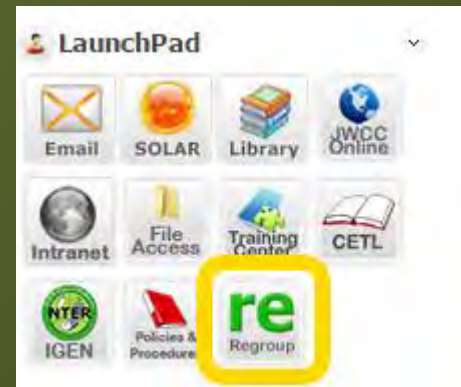


Logging In

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Logging In (1 of 3)

- Regroup can be accessed with a Web browser by:
 - going directly to <http://www.jwcc.edu/regroup/>.
- OR
- going to <http://www.jwcc.edu/> and clicking on the Regroup link in the Community section of the navigation menu.
- Active employees and students who have BlazerNet accounts and who know their Regroup passwords can access Regroup through BlazerNet. After logging in to BlazerNet, click on the Regroup icon in the LaunchPad.
 - The advantage of using this method if you can is that your password for Regroup will only have to be entered when you sign into Regroup for the first time. You only have to remember your password for BlazerNet.



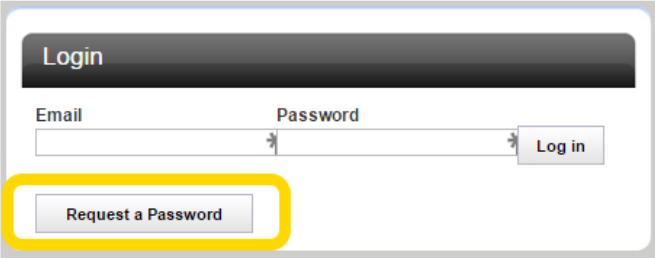
Logging In (2 of 3)

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MANAGING YOUR REGROUP ACCOUNT

LOGGING IN

To log in to Regroup, use the form below. Enter your JWCC e-mail address if you have one.



If you have not logged in to Regroup before, or if you have forgotten your password, click on the **Request a Password** button. When you are prompted for an e-mail address, please enter your JWCC e-mail address if you have one. A link that can be used to set your password will be sent to the address you specify.

- Even if you have never used Regroup before, you are already a member of the JWCC network.
 - Currently registered students and active employees are added regularly.
 - Other members are added by group administrators.
- If you are logging in for the first time, you will have to click on the “Request a Password” link to set your password.
 - Your password for Regroup is not synchronized with any other password you use at JWCC.

Editing Preferences

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Notification Preferences

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- You will be taken to the Settings page after you log in to Regroup.*
- Click on the **Group Notifications** tab.
- You may enable or disable text notifications and voice alerts from any group.
- You may disable or limit e-mail notifications from any group except JWCC Alerts.
- You may leave any group except JWCC Alerts.

*Group Administrators will have a different home page and will have to click on the Preferences link in the upper right corner of the page.

JOHN WOOD COMMUNITY COLLEGE
Powered By Regroup.com

Settings Account Email | Phone Join a group **Group Notifications**

Group Notifications

Group Name	Members	Email Frequency	Text Notifications	Voice Alerts TTS/Custom	Leave Group
JWCC Alerts Emergency Alerts (ALL)	2967	This group has been set for no unsubscribes by admin	On ▼	On ▼	This group has been set for no unsubscribes by admin
Mike's Test Group Test	6	as they're sent ▼	On ▼	On ▼	🔗

Remember to save changes! → [Save Settings »](#)

Updating Contact Information - Currently Registered Students & Active Employees

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- Any telephone numbers and e-mail addresses associated with your Regroup account were imported from JWCC's Banner database.
- If you need to add, remove, or change contact information in Regroup, you must contact staff that is authorized to modify your contact information in Banner.
 - Active employees should contact Human Resources.
 - Currently registered students who are enrolled in courses for credit should contact [Enrollment Services](#).
 - Currently registered students who are enrolled in non-credit courses should contact [Community Education](#).

Updating E-mail Addresses - All Other Members

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Email Preferences

Contact E-mail:

To send messages within a network group, you must have added and confirmed an email address from that network.

Enter a valid email

Current Email Addresses:

Choose a primary email address that you would like all messages sent to:

mi	@	Confirmed	Primary Email	Send Emails Here <input checked="" type="checkbox"/>
rc	@gmail.com	Not Confirmed	<input type="button" value="Send Confirmation Message"/>	<input type="button" value="X"/>

Email Preferences

Contact E-mail:

To send messages within a network group, you must have added and confirmed an email address from that network.

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Current Email Addresses:

Choose a primary email address that you would like all messages sent to:

mi	@	Confirmed	Primary Email	Send Emails Here <input checked="" type="checkbox"/>
r	@gmail.com	Confirmed	<input type="button" value="Send Emails Here"/>	<input type="button" value="X"/>

- Click on the Email | Phone tab.
- To add an e-mail address, enter a valid address in the field provided and click on the Add button.
 - The new address must be confirmed in order to receive messages from Regroup. Click on the Send confirmation message link.
 - A message will be sent from Regroup to the address you specified. Click on the link in the body of the message to confirm the address.
 - Check the box labeled “Send Emails Here” to begin receiving messages from Regroup at the new address.
- To delete an e-mail address, click on the red “X” that is in the same row as the address you want to delete.

The e-mail address that was used to add you to the JWCC network will be your primary e-mail address. Your primary e-mail address cannot be removed or changed.

Updating Telephone Numbers - All Other Members

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- To add a telephone number:
 - Enter a valid number in the space provided and click on the Add button.
 - Specify the type of phone number (Home, Work, Cell, Other).
 - Choose which types of message you would like to receive at the new number.
 - You must choose at least one type.
 - To add an additional number, click on the More link.
- To delete a telephone number, click on the **Remove** link that is in the same row as the address you want to delete.
- Click on the **Save** button to apply any changes.

Text and Voice Preferences

Contact Phone:

Get group messages sent to your phone(s). Sign up below!

United States	217	Work	<input checked="" type="checkbox"/> Text	<input type="checkbox"/> Voice	Remove
Ex: 2123456789					
United States	217	Cell	<input checked="" type="checkbox"/> Text	<input checked="" type="checkbox"/> Voice	More Remove
Ex: 2123456789					

It is ok for regroup to send text/voice messages to my phone. Standard rates apply.

Save

Posting Messages

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Posting via an E-mail Client

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- You can use an e-mail client, such as Microsoft Outlook or an e-mail program on a smartphone, to send messages to a group if the group's settings allow any member of the group to post.
 - Your post may be sent through SMS, Twitter, and/or Facebook depending on the options that were selected by your group's primary administrator.
 - If you use a signature, you may want to remove or edit it before sending your message if the message will also be sent via SMS.
 - Text-to-speech messages will not be sent.
- You must know the name of a group in order to send messages to it via e-mail.

Group administrators have more options for sending messages and should refer to the Regroup User's Guide for Group Administrators for instructions.

Unique E-mail Address

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- Every group is associated with a unique e-mail address based on its name that can be used by authorized senders to post messages.
- The name of a group will be prepended with “jwcc-.”
- All spaces in the name of a group will be replaced with hyphens.
- Special characters in the name of a group will be either omitted or replaced with hyphens.
- A group’s e-mail address will end with “@regroup.com.”

Unique E-mail Address - Example

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A group called

Joe's Group

will have the e-mail address

`jwcc-joe-s-group@regroup.com`

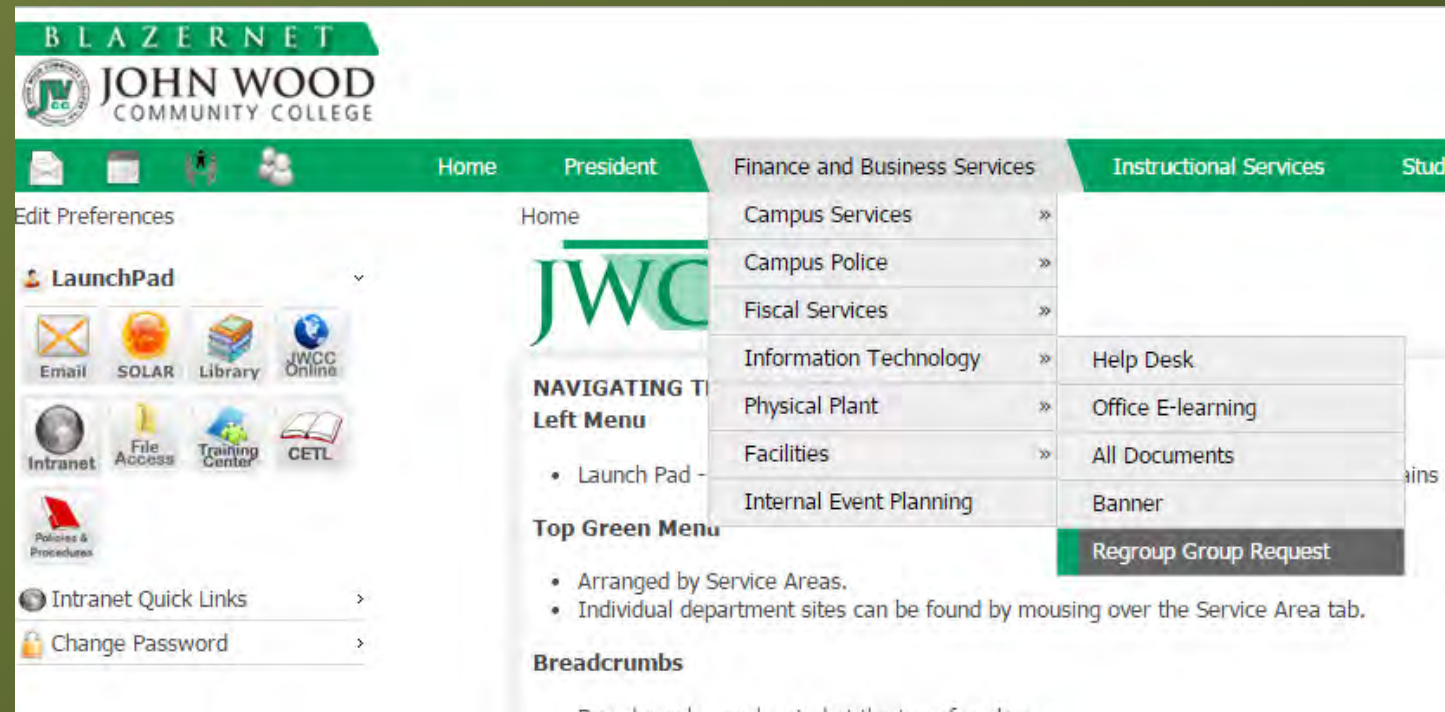
Requesting Creation of a Group

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Request Form

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- Any active employee with a BlazerNet account can request the creation of a group in Regroup.
- A request form is available on the Intranet and must be completed in order for a request to be processed.



Summary

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Summary

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- Regroup allows groups to communicate via e-mail, SMS, text-to-speech, Twitter, and Facebook.
- Your Regroup password must be set before you log in to Regroup for the first time.
- You may leave any group except JWCC Alerts.
- You may decline to receive voice alerts and/or text alerts from any group. You may decline or limit e-mail notifications from any group except JWCC Alerts.
- Contact information in Regroup for active JWCC employees and current JWCC students is imported from Banner.
- IT has posted a form on BlazerNet which must be used to request the creation of a group.
- Any questions about, issues with, or concerns regarding Regroup should be directed to the [IT Help Desk](#).