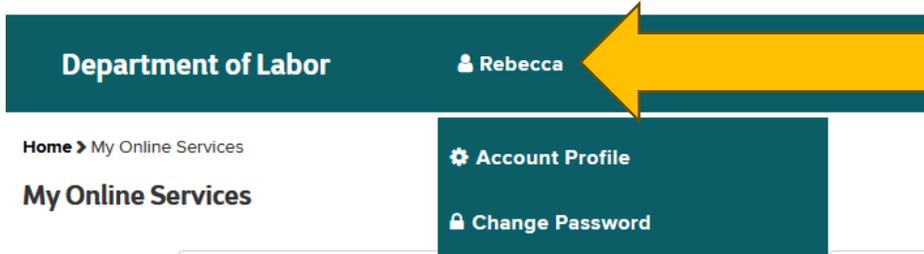
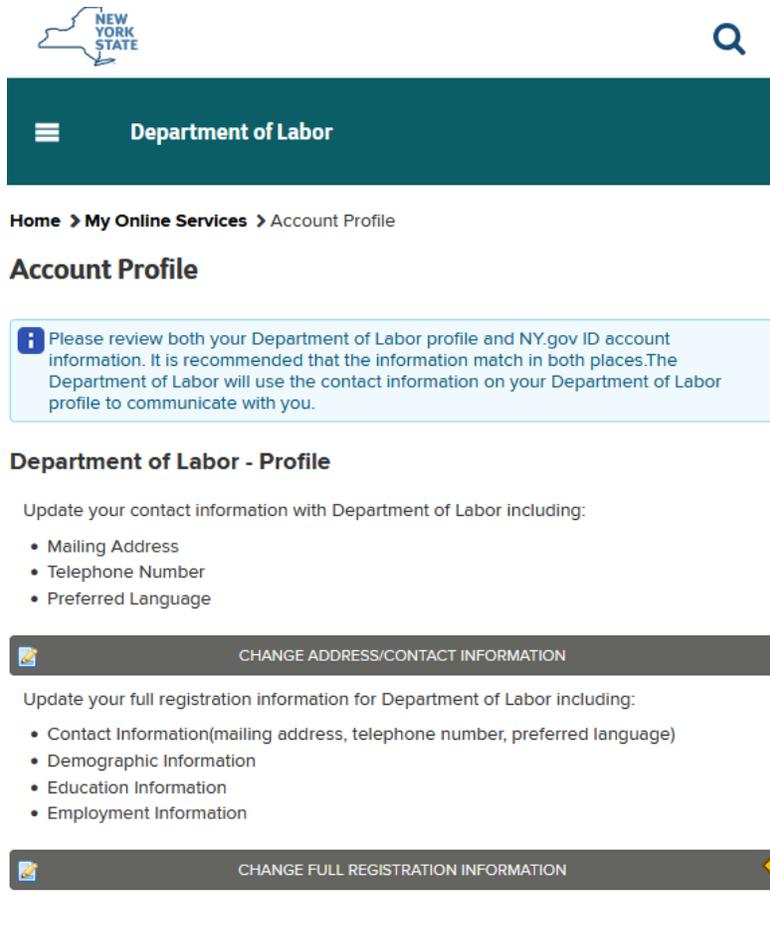


## Opting into Text Message Reminders

The purpose of this document is to provide instructions for opting into text message reminders for upcoming appointments with the New York State Department of Labor's Career Centers.



- Log into your Labor Online Services Account.
- Click on your name in the menu bar at the top of the screen.
- Select Account Profile.
- Click the Change Full Registration Information Link (See Below).



# WE ARE YOUR DOL



Select “Yes” to the question, “Would you accept text messages at this number and understand that charges may apply?”

Home > My Online Services > Account Profile > Registration: Contact Information

## Registration: Contact Information

The form shows a progress bar with five steps: Contact Information (active), Demographic Information, Education Information, Employment Details, and Review. Below the progress bar, the 'Contact Information' section includes fields for: 'Is your mailing address a PO Box?' (Yes), 'Address' (PO BOX 123), 'City' (Test Town), 'State' (New York), 'Zip' (12206), 'Country' (United States), 'Telephone number' (555-555-5555), 'Alternative Telephone Number', 'DMV number', 'What is your preferred language?' (English), and 'What language are you comfortable speaking?' (Albanian, American Sign Language, Arabic, Bengali, Bosnian). A yellow arrow points to the question: 'Would you accept text messages at this number and understand that charges may apply?' with a dropdown menu showing 'No', 'Yes', and 'No'.

- Then select, “I want to opt-in to text messages” on the pop-up.

By opting in to text messaging, you agree to receive automated text notifications related to reminders of your Career Center appointments. All appointment letters from the NYS Department of Labor’s Workforce Scheduler will be sent via secure NY.Gov messaging or U.S. mail. You also agree to the [NYS Department of Labor terms and privacy policy](#). You may opt out of text messaging at any time.

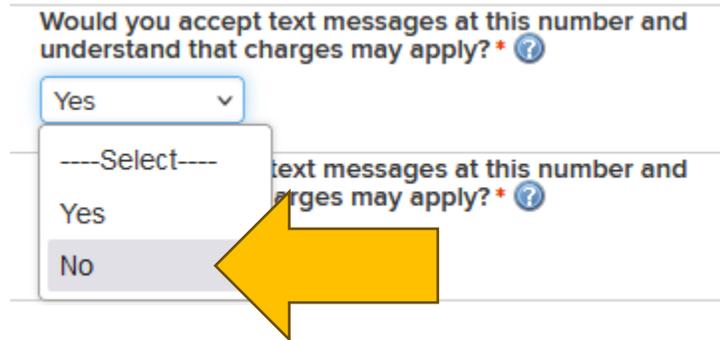
I want to opt-in to text messages.  Cancel

- Scroll to the bottom of the screen and click Next.
- Review all sections of your registration, updating as needed.
- Click Next to navigate to each new section.
- On the final section, review your full registration information and click Submit at the bottom of the screen.

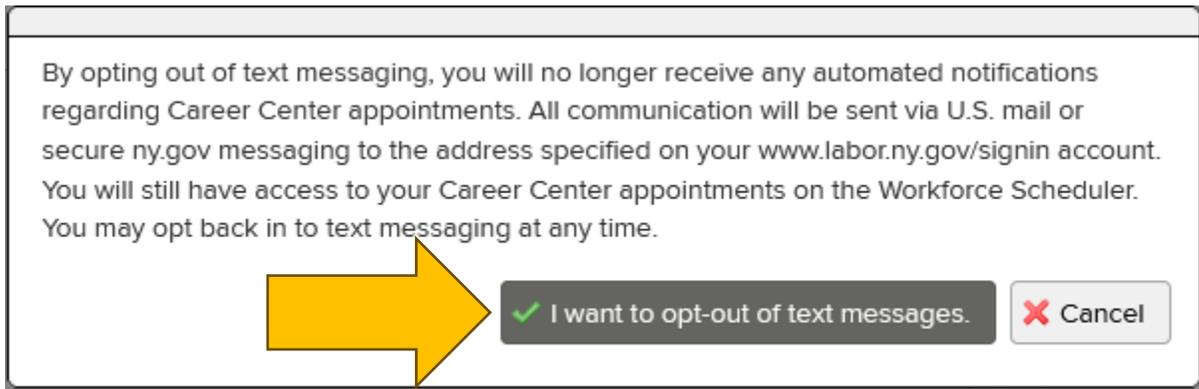


To opt out of Scheduler text messaging within your NY.gov account:

- Return to your registration information
- Select “No” to the question ““Would you accept text messages at this number and understand that charges may apply?”



Then select “I want to opt-out of text messages” on the pop-up.



- To stop receiving appointment text messaging from the NYS Department of Labor, you may also text STOP to (833) 322-1260.
- If you opted out of appointment text messaging and would like to opt back in, you may also text START to (833) 322-1260.