



## Setting up CrewNet Duty Change Notification

This document provides instructions to allow you to direct duty change notifications to your mobile phone as an SMS notification. By following these directions, you will allow Geneva to create an SMS message alerting you to duty change notifications. Should you not wish to receive these notifications via SMS, you have the option to put any email address of your choosing in this box, however in doing so you will not receive an SMS message. If you need assistance, you may contact Crew Scheduling and they will assist you.

1. Log into CrewNet using the Following [link](#)
  - a. Enter your User ID and Password

i. The login form for CrewNet. It has a light blue background with a cloud pattern. There are two input fields: "User ID" with the value "666129" and "Password" with masked characters "\*\*\*\*\*". To the right of the password field is a "Log In" button. Below the password field is a link that says "Forgot Your Password?".

2. Click on the Profile Tab and then Click on Contact Information

a. The navigation bar for the CrewNet profile. It features the AmeriJet logo and the text "CrewNet". Below the logo is a dark blue bar with white text for navigation: "Home", "Schedules", "Bids", "Notifications", "Profile" (highlighted in a lighter blue), "Tools", and "Reports". Below this bar is a sub-navigation bar with "Personal Details", "Contact Information" (highlighted), and "Personal Documents".

3. Inside the Contact Information there are Four Areas.
  - a. Mailing Address
  - b. Physical Address
  - c. Phone
  - d. Email
    - i. Inside the email address there are two Types of Emails
      1. Business
      2. Personal

ii. The email settings form in CrewNet. It has a light blue background. At the top, there are two buttons: "Edit" and "E-mail" (highlighted in green). Below these are three rows of text: "Business:" with the email "smcglynn@amerijet.com", "Personal:" with the email "9542241206@tmomail.net", and "Website:". To the right of the "E-mail" button is another "Edit" button.

iii.

e. Click on the EDIT Button on the right hand side of the Email

i. This will allow you to Edit your information



ii. Make Sure you Click UPDATE to save your changes!!

4. The Duty Change Notification is ONLY being SENT to your Personal Email address.

- a. If you want your Duty Change Notification to go to your Email address just enter your email address in the Personal Field.
- b. If you want your Duty Change Notification to go to your mobile phone as a TEXT MSG (SMS) you will have to Enter your phone number + the Provider information. Sending an email to your phone requires your mobile number + service provider as an email address. For example: [5555555555@txt.att.net](mailto:5555555555@txt.att.net). It is up to you to verify your provider address and enter it in this field to receive the SMS messages. This format can usually be found on your providers website.

5. Here are some Providers @Extensions examples:

- i. Verizon Wireless = @vtext.com
- ii. AT&T Wireless = @txt.att.net
- iii. T-Mobile = @tmomail.net
- iv. Sprint = @messaging.sprintpcs.com
- v. MetroPCS = @mymetropcs.com
- vi. Cricket Wireless = @sms.mycricket.com

b. Sample of Email (SMS) Notification

You can try this out and have the option to login and edit this at any time. You will need to wait for an actual duty change notification to be created to test its functionality. We have tested this extensively internally and have had no issues. This is a supplement to CrewNet for your convenience in receiving alerts to a duty change. If you change cellular providers, it will be your responsibility to update this field with your new carrier extension, otherwise you will stop getting the SMS notifications. Please let us know if you have any questions. Thank you.

