Employee WhatsApp Groups Summary

• What is it?
  o A communication tool introduced by the Cultural Linguistic Services (CLS) to effectively communicate important campus information to employees.
  o For employees with limited computer access and English Language Learning (ELL) employees.

• How does it work?
  o CLS will send weekly WhatsApp messages to employees who choose to join a broadcast group.
  o UW–Madison employees will benefit from receiving relevant information right to their cell phones, in their preferred language.
  o The messages will be in the employee’s preferred language(s).
  o Messages will relate to UW-Madison resources and events.

• Why is it important?
  o This service will replace the CLS multilingual phone lines.
  o Employees will be more informed, better able to participate in information sessions, and benefit from employee resources.
  o Note: This service will NOT replace UWPD WiscAlerts.

• How do I sign up?
  o Employees who wish to receive this service will add the CLS WhatsApp phone number to their phone’s address book and send us a message with the following:
    ▪ Your Preferred Language Code (E, S, H, T, C, N)
    ▪ Your Department
    ▪ Your Name
    ▪ Your Phone Number
  o See Installation Handout for Details