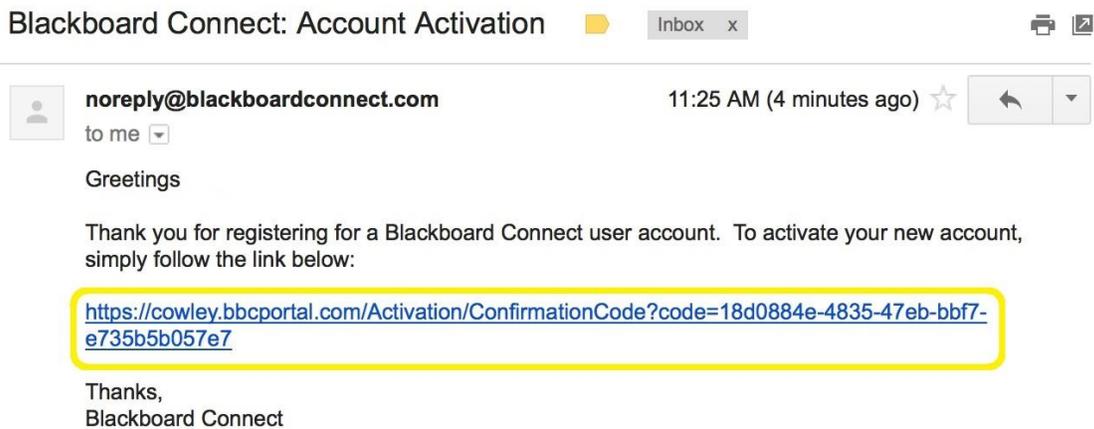


Instructions for setting up emergency and outreach alerts

- 1) Go to <https://cowley.bbcportal.com> and click on the Sign Me Up! Located just to the right of the Login button
- 2) When the following screen appears, enter the information as shown

The screenshot shows the registration page for Cowley College. At the top left is the Cowley College logo featuring a tiger. The main heading is "COWLEY COLLEGE". Below the logo, there is a "Greetings!" section with text explaining the importance of staying updated on weather and security alerts. To the right, there are five input fields: "Your First Name:", "Your Last Name:", "Your Email:", "Choose a Password:", and "Confirm Password:". A yellow box highlights these fields with the instruction: "Enter the information requested below. The email address does not have to be a Cowley College assigned account. The password must be at least 8 characters and contain at least one uppercase letter, one lowercase letter and one number." Below the password fields is a checkbox labeled "I agree to the Blackboard Connect User Agreement, which includes my consent to receive the messages I select in the site, as well as the use of cookies in connection with operating the site. More information on the use of cookies is available at the Blackboard Privacy Center." A yellow box points to this checkbox with the instruction: "Make sure the box is checked". At the bottom, there are "Go back" and "Continue" buttons. A yellow box highlights the "Continue" button with the instruction: "Click the Continue button when done". A red note at the bottom states: "Passwords must be at least 8 characters, include 1 lower-case letter, include 1 capital letter and include 1 number. Spaces and special characters are not permitted." A small asterisk note says "* All Fields Required".

- 3) When the confirmation screen appears, go to the email account you provided earlier, find the email from noreply@blackboardconnect.com and select the link as shown below



- 4) Select and answer three security questions when the screen below appears, then click on the Save button at the bottom when done

COWLEY COLLEGE

Answer Security Questions
If you need to reset your password, you will be asked the security questions you select and required to answer them correctly.

Security Question 1:
What city were you born in?

Security Question 2:
What street did you grow up on?

Security Question 3:
What was your childhood nickname?

Clear Save

- 5) When the Congratulations screen appears, click on the Login button and sign in with the email address and password you provided earlier
- 6) When the Add Address screen appears, enter all requested information and click on the Next button on the bottom right side of the screen
- 7) Next, click on the Add Phone button as shown below

Tell Us About Yourself | Set Your Subscriptions | Set Your Preferences

1 2 3

Click on the Add Phone button

Add Address Add Email Add Phone

- 8) The screen shown below is where you will enter the phone number you want to receive alerts on. Once you've entered your phone number click on the triangle under Label and select the type of phone, then click in the box to the right of either Voice or Text. If you choose Voice you will receive a computer-generated alert call. Choosing Text will result in a text message being sent for the alerts. When done, click on the save button. If you chose Text as your preferred method of communication, you can create a contact on your cell phone as Cowley College Text with the numbers 23177 and 63079 as the phone numbers. If you do this you will readily know who the text is coming from

The screenshot shows a form for adding a phone number. At the top are three buttons: 'Add Address' (with a location pin icon), 'Add Email' (with an envelope icon), and 'Add Phone' (with a phone icon). Below these is a red text prompt: 'Enter your phone number'. The form itself has three main sections: 'Country' with a dropdown menu set to 'United States (1)', 'Phone Number' with a text input field, and 'Extension' with another text input field. Below these is a 'Label' dropdown menu set to 'Home 1'. To the right of the label are three radio buttons: 'Voice', 'Text', and 'TTY'. A 'Save' button is at the bottom right, next to a 'Cancel' button. Annotations include: a yellow box around the 'Phone Number' field; a yellow box around the 'Label' dropdown with a note: 'Click on the triangle in the Label field and select the appropriate phone type from the list'; a yellow box around the 'Text' radio button with a note: 'Click in the box to the right of either Voice or Text, to select the way you want to be alerted. Text will send a text message, voice will call your phone with an automated voice'; and a yellow box around the 'Save' button with a note: 'Click on the Save button when you are finished'.

- 9) Now you need to “opt-in” to the group by clicking in the box to the left of Cowley College. Everyone will receive emergency/closure alerts, but if you don't want to receive general, informational messages remove the check from the box to the left of Outreach by clicking on it

Check the box next to each notification you would like to receive. Click on icon ▶ to expand/collapse lower sites and portal groups.

Expand All | Collapse All

The screenshot shows a notification opt-in screen. At the top left are links for 'Expand All' and 'Collapse All'. Below is a list of notification groups. The first group is 'COWLEY COLLEGE', which has a checked checkbox and a right-pointing triangle icon. A yellow box highlights the 'COWLEY COLLEGE' text with a note: 'Click in the COWLEY COLLEGE box to opt-in to the alert system'. Underneath 'COWLEY COLLEGE' are two sub-items: 'Emergency' with an unchecked checkbox, and 'Outreach' with a checked checkbox. A yellow box highlights the 'Outreach' text with a note: 'If you want to receive general, non-emergency type messages leave the box checked. If you don't want to receive these types of messages, uncheck the box.'

- 10) The next screen is informational, and shows what types of messages you will receive, and the way you will get them (telephone, email, text). Scroll down to the bottom and click the Done button to continue.
- 11) When the final screen appears, click on your username in the upper right-hand corner and select sign out



*** Remember - if you want to update your contact information, or the way you receive alerts, go to <https://cowley.bbcportal.com> and login with the same email and password your created here.**