Emergency Notification Portal Instruction Manual
## Contents

Using the Blackboard Connect Portal.................................................................................................................. 3  
Creating a Portal Account (Recipients).................................................................................................................. 3  
Navigating the Connect Portal.......................................................................................................................... 8  
Updating your Contact Information.................................................................................................................... 9
Using the Blackboard Connect Portal

Creating a Portal Account (Recipients)
Creating a portal account is an easy process that is similar to the sign up process for popular website services such as Facebook and Google. However, depending on the type of portal you set up (open or closed), your recipients may have to provide different information.

The steps below outline the sign in process for both open and closed portals.

Signing up to receive messages
2. Click Sign Me Up!
3. Fill out the information in the given fields and click Continue.

NOTE: Your password must have at least 8 characters and include 1 number and 1 capital letter. Spaces and special characters are not permitted.

A confirmation email from noreply@blackboard.com will be sent to the email address you have provided. If you do not receive this email, check your spam or junk folder.

Once you receive the email, simply click the link provided be redirected to a security page where you select and answer your security questions. These questions will be used in the event you forgot your password.
4. Select a security question from the each drop down box and provide an answer. Make sure you provide an answer you will remember. Click **Save** when you’re done.

![Security Questions](image)

5. If you have successfully provided your answers to the security questions, you will be presented with a confirmation screen. Click **Login** to continue to the login screen.
Logging In for the First Time

1. Go to the Blackboard Connect Portal homepage and provide your email and password.

   ![Login Screen](image)

   Email: john.doe@students.tamuk.edu  
   Password: **********

   Forgot your password?  
   [ ] Remember me

   [Login] or [Sign Me Up]

2. Before you can continue, you will need to provide information to verify your association with Texas A&M University - Kingsville. Click the button indicated below to associate your contact. You will need to provide your K# and your University e-mail address.

   ![Hi John,](image)

   Hi John,
   Thank you for registering with Blackboard Connect Texas A&M Uni.  
   Your account email address is: lee.moore@students.tamuk.edu.
   
   You may [Click Here] to manage all of your contact information and subscription preferences.

   Sincerely,
   Blackboard Connect Texas A&M Uni  
   Account Administration

3. At this stage enter your K# (student ID number eg K00999999).

   ![Find Contacts](image)
4. Enter your University e-mail address (eg. John.doe@students.tamuk.edu).

5. The system will look for the contact record and display the match below. Click the Associate button below the results to associate your portal account to your Blackboard Connect Contact.

6. Click Next to complete the process.
6. Once you have associated your portal account with your Blackboard Connect Contact, you may add contacts to your portal account by clicking **Add Device**. You can add phone numbers and email addresses as needed.

7. When adding a phone, you will be presented with options to enable voice, text messaging or both. It is also possible to enable TTY for the hearing impaired. The phone number should be 10 numbers only, no dashes or other characters are allowed. The area code must be included. Once you are done, click on the home button to return to the main menu.
8. Once you have entered your phone number, the following confirmation pops up. Since this system is for emergencies only, we do not use subscriptions. Simply click **Do it later**.

![Confirmation pop-up](image)

9. You are done. This is all you need to do to sign up to receive notifications in the event of a University emergency. The rest of this document contains instructions on navigating the portal and adding additional contact types. You can provide up to 10 different phone numbers and 7 e-mail addresses where you would like emergency notifications sent. These can be your personal numbers and addresses or those of a friend or loved one.

**Navigating the Connect Portal**

When you first log into your portal account you will see your portal homepage. From this page you can view your message history, read RSS feeds important to your school, or navigate to manage your Contact information.

1. **Edit contact information**: Click this link to be redirected to your contact information screen where you can update your contact information with your school’s Blackboard Connect service.
2. **RSS Feed**: View RSS feeds provided by your school.
3. **Message History**: Review and read the most recent notifications sent to you.
4. **Navigation Menu**: To navigate the portal site, click your name in the top right corner of your screen and select one of the following options:
   - **Contact Info**: Click this option to manage your contact information.
   - **Subscriptions**: View which phone numbers you have on file and what type of messages those numbers are set up to receive.
   - **User Settings**: Update your password and login email or delete your account using this option.
   - **Sign Out**: Select this option to sign out of your portal account.
5. **Home**: Click this button on any page to return to the Home page.
Updating your Contact Information

This section will cover how you will update your contact information in the Blackboard Connect Portal, including:

- How to change and remove email addresses and phone numbers.
- Add existing contact types, such as adding additional phone numbers.
- Choose their default language so they can receive messages in languages other than English.
- Updating your physical address (for open portals only).

Updating your Phone Numbers

1. Click your name in the top right corner of your screen and select Contact Info.

2. Mouse over the phone number you want to edit and click the edit button to the right of your phone number.

3. You can change your phone number in the Number field.

Additionally, you can also use the pull-down menus to change your country code and type of phone (work, home, and mobile). Use the checkboxes to indicate whether the phone can accept voice messages, SMS text messages, or if your phone is a TTY device for the hearing impaired.

4. Click the save button.
Removing a Phone Number

1. Mouse over the phone number you want to delete and click the Delete button to the right of your phone number.
2. Click OK on the confirmation pop-up or click Cancel to keep your phone number and return to the Contact Info Page.

Adding a Device (contact point)

When you initially set up your account, you will see all the contact points (phone numbers, email addresses, etc.) that are listed in your school’s Blackboard account.

However, if you would like to add additional phone numbers or email addresses to your account, you will need to add a device to your account.

To add a device:

1. Click your name in the top right corner of your screen and select Contact Info.
2. Click the Add Device link located near the top right corner of the Screen.
3. Use the Device pull-down menu in the Add Device box that appears to select whether you want to add a phone number or email address.

For Phones:

4. Select a country code from the Country Code drop-down menu.
5. Type the phone number you want to add in the Number field.
6. Use the Type pull-down menu to select what type of phone the number belongs to (i.e. Home, work, or Mobile).
7. Use the Checkboxes to specify what type of message you want to receive (voice messages, text, or TTY).
8. When you are finished with providing your information, click the **Save** button.

   **NOTE:** If your phone does not support Text messages, such as a landline, or TTY messages for the hearing impaired, you will not receive these messages despite your contact configurations.

### Removing a Contact

*When you initially set up your account, you will see all the contact points (phone numbers, email addresses, etc.) that are listed in your school’s Blackboard account. However, if you would like to add additional phone numbers or email addresses to your account, you will need to **add a device** to your account.*

To remove a Contact:

1. Click your name in the top right corner and select Contact **Info**.

2. Click the **Delete icon** located near far right of the contact.

---

**My Contact Information**

Please add and update your contact information to let us know where you would like to be reached, then go to the Subscriptions page to subscribe to receive messages at each of the devices provided here.

<table>
<thead>
<tr>
<th>Voice</th>
<th>Text</th>
<th>TTY</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="checkmark.png" alt="Checkmark" /></td>
<td>✔️</td>
<td><img src="closeicon.png" alt="Close icon" /></td>
</tr>
</tbody>
</table>

| 361-593-2153 |
| Work 1 |

| Lee.moore@students.tamuk.edu |
| E-mail Address |

You are associated to the following contact(s) at the institution(s) indicated.