iTech Helpdesk

How to activate Emergency Notifications for Students

*If you require any assistance with these instructions please call the Help Desk at 361-593-4357.*

   Click the drop down menu called, "Quicklinks".
   Select, "Emergency Notification Sign Up".

2. Once the page opens, notice a screen similar to the portion shown on the right. This screen has a, "Click Here" link. Click on it to be taken to the Notifications site.

3. On the next screen, click on, "Sign Me Up!".

4. Enter your information and check the, "I agree..." disclaimer. Then click the, "Continue" button.

**Please note: "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."
5. The system will send a confirmation to your student e-mail.

6. Open a new tab or a new browser to login to JNet.
   Click on the E-mail button to check your student e-mail.
   You should receive an e-mail from, "Blackboard Connect".
   Click on the link provided in the e-mail to continue registration.

7. Notice there are several security questions. Once you have selected the questions and setup answers, click on the, "Save" button.

8. You will see a message that reads, "Congratulations, your account has been activated. You may now login". Click on the, "Login" button.

9. Sign in using your student e-mail and your password. Your student e-mail is your firstname.lastname@students.tamuk.edu. Your password is the same password you use to login to JNet.
   **Please note: If you forget what your student e-mail is, see the pamphlet on, "How to find your User Name". The last part will show your student e-mail.

10. The next screen has 4 parts.
    The first part asks for an, "Identification Code". This is your Banner ID, the K00######## number. Enter it and click on the Submit button.

11. The following prompt asks for either a phone number or an e-mail address. Use your student e-mail address as the system MAY NOT have your phone number saved. Click the Submit when done.
12. You will see a message that reads, "Great! We found a contact...". Click on the Associate button that appears.

13. On the next screen, confirm your e-mail and check the box that says, "YES, this is mine" and click on the Next button.

14. The following screen shows the emergency contact information TAMUK has on you. You may provide alternate forms of contact such as a home, work, or cell phone number, alternate e-mail addresses, and an address just by clicking the buttons available. When done, click the Next button.

15. On the subscriptions screen, leave the TAMUK option checked and click the Next button.

16. On the last screen, you will see the preferences you have setup for emergency contact. Click on the Done button to confirm your choices.

***Please note: Before attempting to setup emergency notifications make sure that you have your student e-mail already setup. In addition, you must have access to JNet and know your Banner ID, the K00####### number.