



# iTech Helpdesk

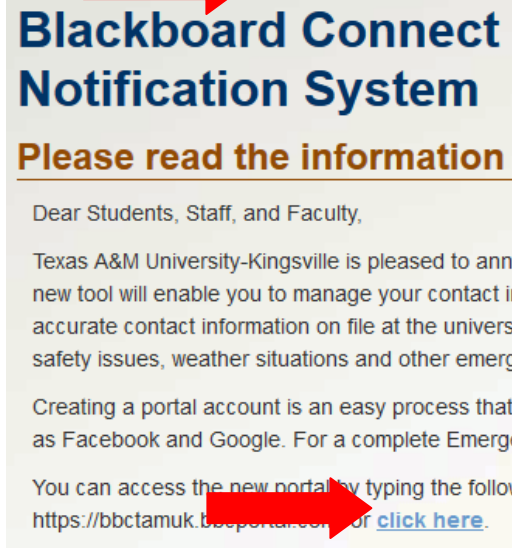
## How to activate Emergency Notifications for Students

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

1. Go to <http://www.tamuk.edu>. Click on the drop down menu called, "**Quicklinks**". Scroll down the list until you find, "**Emergency Notification Sign Up**". Click on the link.



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



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

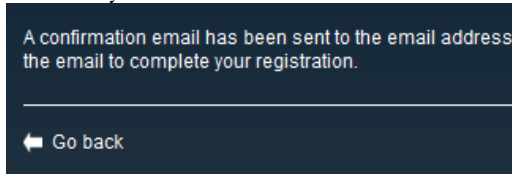


4. Enter your information and check the, "**I agree...**" disclaimer. Then click the, "**Continue**" button.

**\*\*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."**

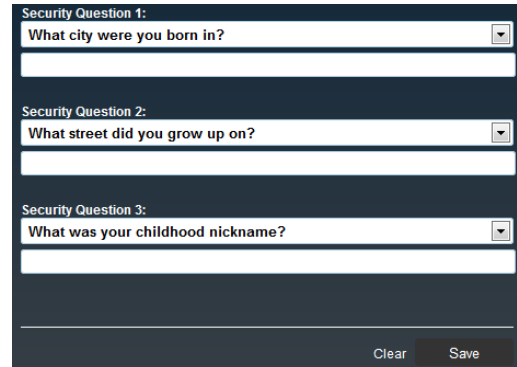
Your First Name:	<input type="text"/>
Your Last Name:	<input type="text"/>
Your Email:	<input type="text"/>
Choose a Password:	<input type="password"/>
Confirm Password:	<input type="password"/>

5. The system will send a confirmation to your student e-mail.

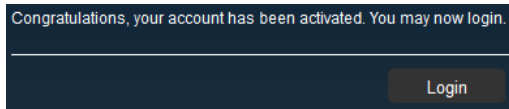


6. Open a new tab or a new browser to login to JNet. Click on the E-mail button to check your student e-mail. You should receive an e-mail from, "**Blackboard Connect**". Click on the link provided in the e-mail to continue registration.

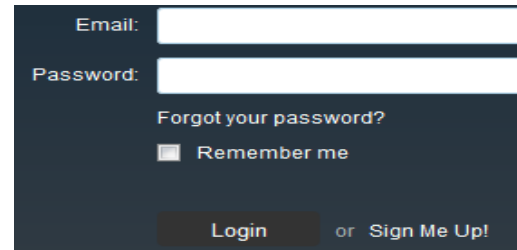
7. In the page that opens, you will notice that there are several security questions that the system requires to be setup. Once you have selected the questions and setup answers, click on the, "**Save**" button.



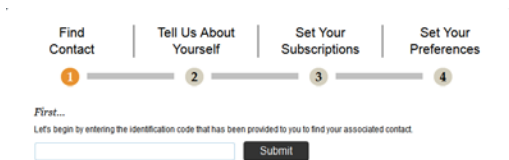
8. Upon setting up your security questions successfully, a message will appear that states, "**Congratulations, your account has been activated. You may now login**". Click on the, "**Login**" button.



9. On the login window, 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 obtain your student credentials". The first part will show you how to find your student e-mail.**



10. The next screen has 4 parts. The first part asks for an, "**Identification Code**". This is actually 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 **MAYNOT** have your phone number saved. Click the **Submit** when done.

12. If the system finds you successfully, you will see a message that reads, "**Great! We found a contact...**". Click on the **Associate** button that appears.

*Great! We found a contact...*



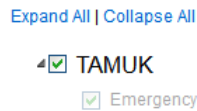
13. On the following screen, you will see your student e-mail appear next to a checkbox asking you to confirm your e-mail. Check the box that says, "**YES, this is mine**" and click on the **Next** button.



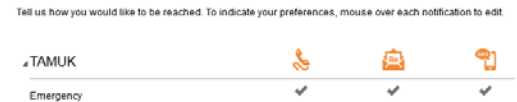
14. After the screen completes loading, you are shown what TAMUK has associated to contact you to. You may provide alternate forms of contact such as a home, work, or cell phone number, alternate e-mail addresses, and an address just by clicking the buttons available. When done, click the **Next** button.



15. On the subscriptions screen, leave the TAMUK option checked and click the **Next** button.  
Check the box next to each notification you would like to receive.



16. After the screen completes loading, you will see the preferences you have setup to be contacted in the case of an emergency. 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.**



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