SMSU ALERT
POWERED BY BLACKBOARD CONNECT

SIGN-UP INSTRUCTIONS

SMSU Alert is the official emergency notification system for Southwest Minnesota State University. SMSU Alert will notify you of important emergency, safety and weather announcements for the campus community.

Please follow the steps outlined below to set up your SMSU Alert Emergency Notification Account using the Blackboard Connect Portal at https://smsu.bbcportal.com/

Login Page:

Create your account using your SMSU.edu email address. The login credentials you create will be different from your Star ID. Please keep your password in a safe place.

Once you have registered with your SMSU.edu email address a confirmation email will be sent to you to complete your registration.
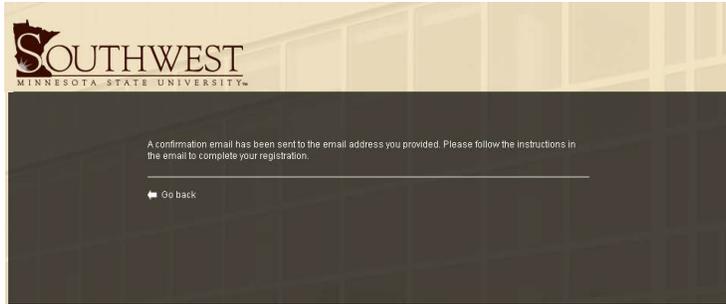
**The email will contain an activation link which you must click to complete your account activation.**

Greetings

Thank you for registering for a Blackboard Connect user account. To activate your new account, simply follow the link below:

https://smsu.bbcportal.com/Activation/ConfirmationCode?code

Thanks,
Blackboard Connect

Click the activation link where you will be prompted to set up three security questions.
These questions will help you reset your password in the event you forget it.
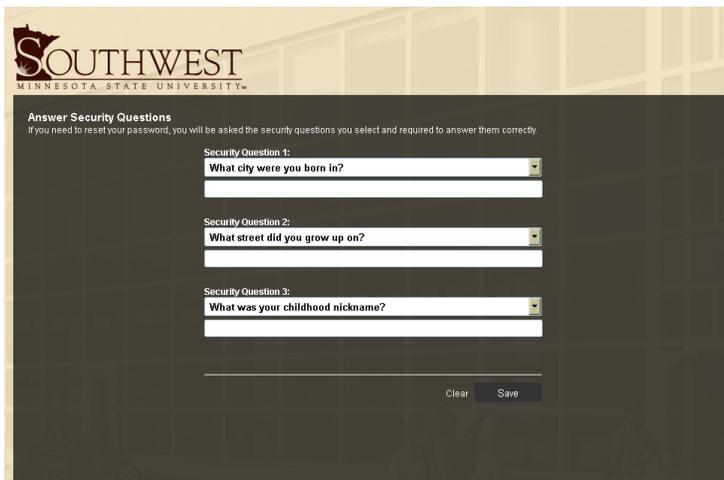
Activation is complete!
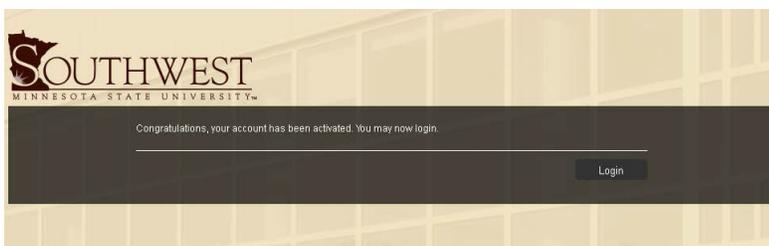
Now you must set up your account in order to receive alerts. First, you will be prompted to enter your identification code. Your identification code is your Star ID.

Find Contact	Tell Us About Yourself	Set Your Subscriptions	Set Your Preferences
①	②	③	④

First...
Let's begin by entering the identification code that has been provided to you to find your associated contact.

[   ] Submit

You must use the EMAIL that is associated with your StarID. Entering a phone number will not work.

Next...
Now enter a phone number (xxx-xxx-xxxx) or email address that is used by this contact.

[   ] Submit

Available information connected to your StarID is pre-loaded from SMSU. Select to apply the pre-loaded data to your account. You may choose 'SKIP' to enter your own contact information.

Find Contact	Tell Us About Yourself	Set Your Subscriptions	Set Your Preferences
①	②	③	④

Viewing pre-loaded data for

The following data was pre-loaded by SOUTHWEST MINNESOTA STATE UNIVERSITY.

Please select to apply any pre-loaded contact information to your profile. You may choose to **Skip** th s step and enter your contact information manually on the next page.

☑ YES, this is mine

Next   Skip

You may add additional email accounts such as Gmail or Hotmail. You can also add phone numbers that you would like to receive alert messages.

Then you are able to set your message preferences and subscriptions to indicate how you would like to receive notifications. Voice, text or TTY messages are your options.

Then you may select the notifications you would like to receive. Be sure to click save.

When you finish with the process, you will receive a text message as a confirmation on the device you have registered.

When you finish with the registration process, the confirmation screen will appear. You may manage your contact information and subscription preferences at any time using the login you created for SMSU.bbcportal.com. Thank you for signing up!