

# Using the Taft College Emergency Alert Portal

## Creating a Portal Account (Recipients)

Creating a portal account is an easy processes that is similar to the sign up process for popular website services such as Facebook and Google.

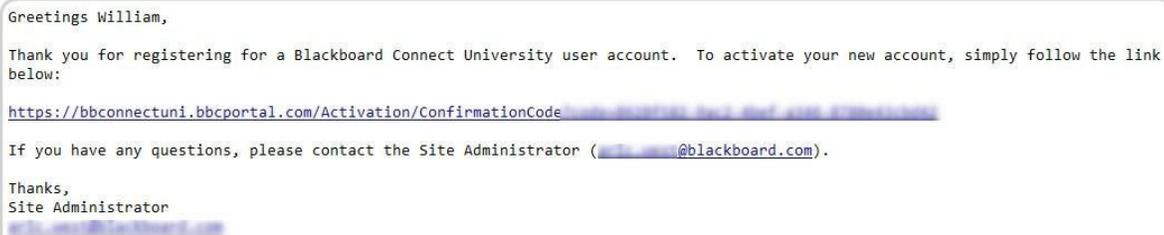
### Signing up to receive messages

1. Go to your School or Institution's portal page.
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](mailto: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.



Greetings William,

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

<https://bbconnectuni.bbcportal.com/Activation/ConfirmationCode>

If you have any questions, please contact the Site Administrator ([siteadmin@blackboard.com](mailto:siteadmin@blackboard.com)).

Thanks,  
Site Administrator  
[siteadmin@blackboard.com](mailto:siteadmin@blackboard.com)

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.

**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? ▾  
Stratford-upon-Avon, Warwickshire England

**Security Question 2:**  
Who is your favorite author? ▾  
Marlowe

Clear Save

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 (Closed Portal)

1. Go to your School's Portal homepage and provide your email and password. The email needs to be on file at Taft College.

Email:

Password:

Forgot your password?

Remember me

**Login and Password do not match. Please re-try (Make sure the CAP key is off).**

or

Before you can continue, you will need to provide information to verify it is you.

2. Provide the identification code (student ID number that starts with an "A").

**Find Contacts**

Please enter the identification code for the contact:

3. Include information regarding the contact, such as a phone number or address.

**Find Contacts**

Please enter the identification code for the contact:

Please enter ONE piece of information on record for this contact that we can use to verify your relationship to them. You can enter a phone number (xxx-xxx-xxxx) or e-mail address.

4. 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.

**Find Contacts**

Please enter the identification code for the contact:

Please enter ONE piece of information on record for this contact that we can use to verify your relationship to them. You can enter a phone number (xxx-xxx-xxxx) or e-mail address.

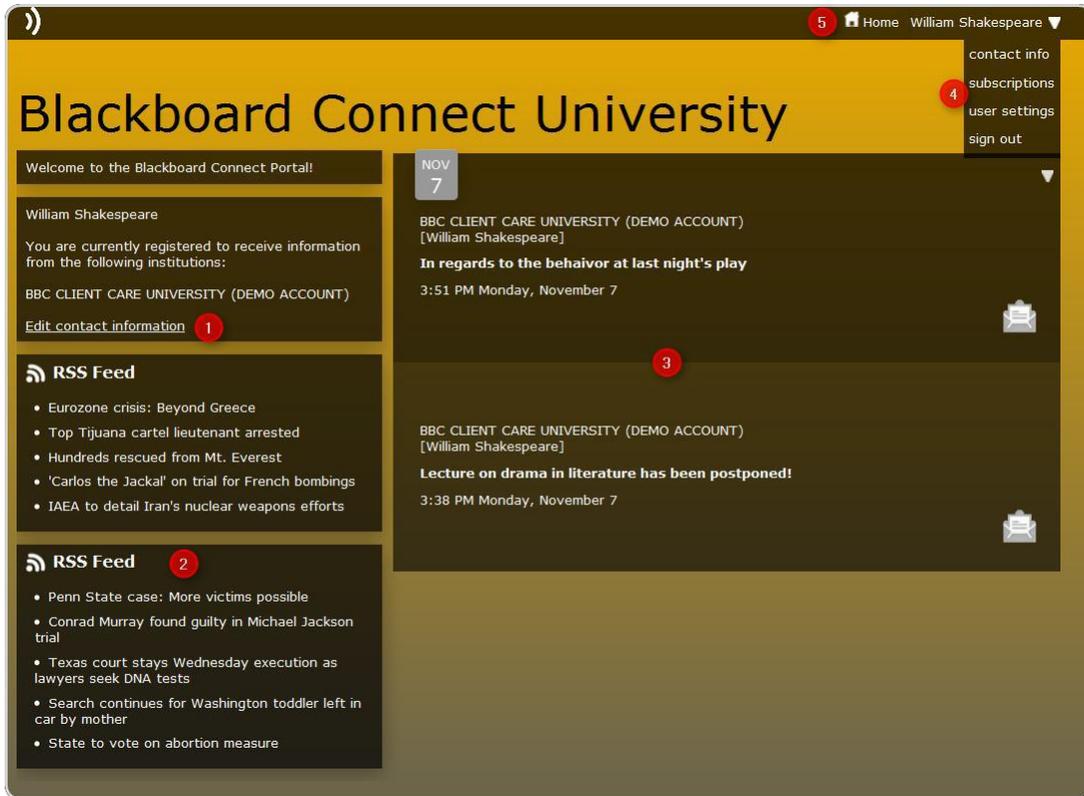
We found a contact using the information you provided.

William Shakespeare  
BBC CLIENT CARE UNIVERSITY (DEMO ACCOUNT)

Once you have associated your portal account with your Blackboard Connect Contact, you will be redirected to your portal account.

## 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 College's Blackboard Connect service.
2. **RSS Feed:** View RSS feeds provided by your College.
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.

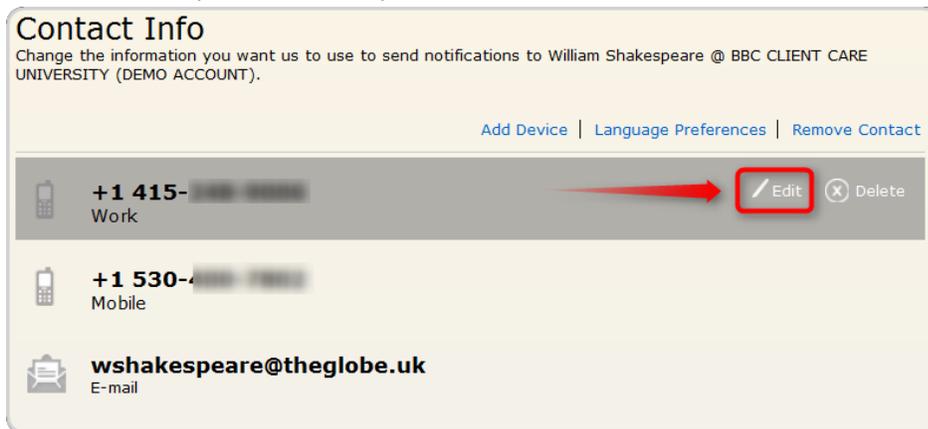
## Updating your Contact Information

This section will cover how one of your recipients will update their 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 Phone Numbers

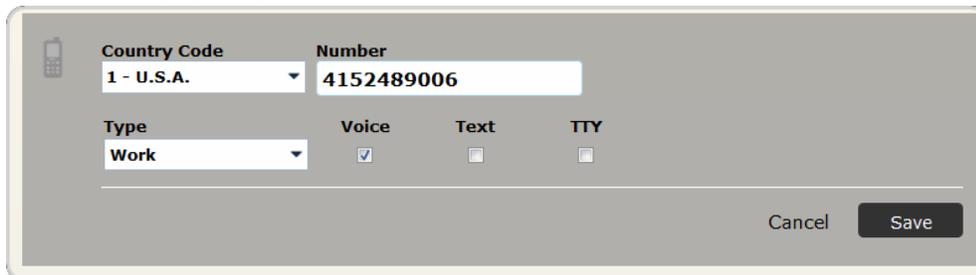
1. Click *your name* in the top right corner of your screen and select **Contact Info**.
2. Mouse over the phone number you want to edit and click the  button to the right of your phone number.



The screenshot shows the 'Contact Info' page for William Shakespeare @ BBC CLIENT CARE UNIVERSITY (DEMO ACCOUNT). It lists three contact types: Work (+1 415-...), Mobile (+1 530-...), and E-mail (wshakespeare@theglobe.uk). A red arrow points to the 'Edit' button next to the Work phone number.



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



The screenshot shows the phone number edit form. It includes a 'Country Code' dropdown menu set to '1 - U.S.A.', a 'Number' text field containing '4152489006', a 'Type' dropdown menu set to 'Work', and checkboxes for 'Voice', 'Text', and 'TTY'. The 'Voice' checkbox is checked. 'Cancel' and 'Save' buttons are at the bottom right.

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. Any changes to your email and click the  button.

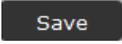
## Removing a Phone Number

1. Mouse over the phone number you want to delete and click the  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.

## Changing your email address

1. Click *your name* in the top right corner of your screen and select **Contact Info**.
2. Mouse over the email you want to edit and click the  button to the right of your email address.



3. Make any changes to your email and click the  button.



## Removing your email address

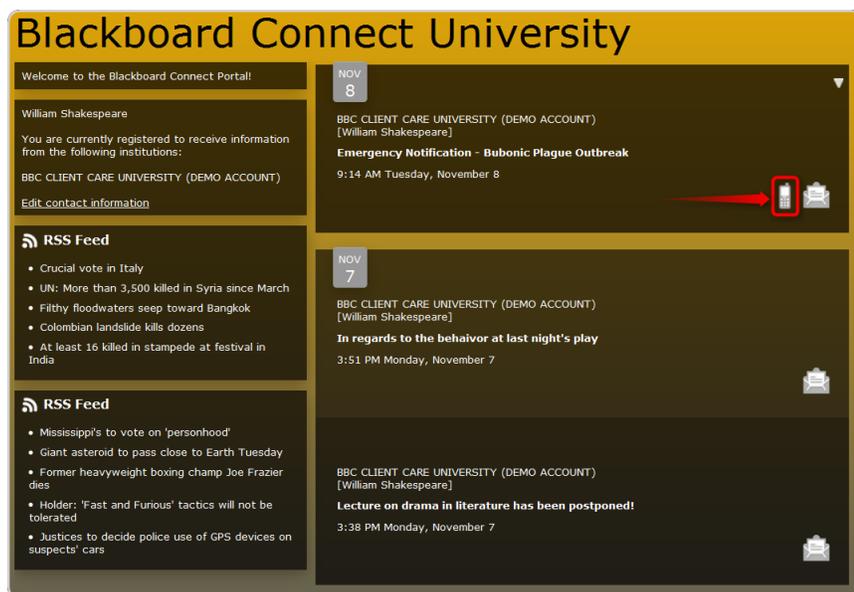
1. Mouse over the email you want to edit and click the  button to the right of your email address.
2. Click **OK** on the confirmation pop-up or click *Cancel* to keep your email and return to the Contact Info Page.

## Viewing Sent Messages

When your recipients log into your School Portal, they will be able to view messages that have been previously sent to them on the **Home Page**.

## Phone Messages

From the Home Page, locate the message you would like to view and click the  icon.



**Blackboard Connect University**

Welcome to the Blackboard Connect Portal!

William Shakespeare  
You are currently registered to receive information from the following institutions:  
BBC CLIENT CARE UNIVERSITY (DEMO ACCOUNT)  
[Edit contact information](#)

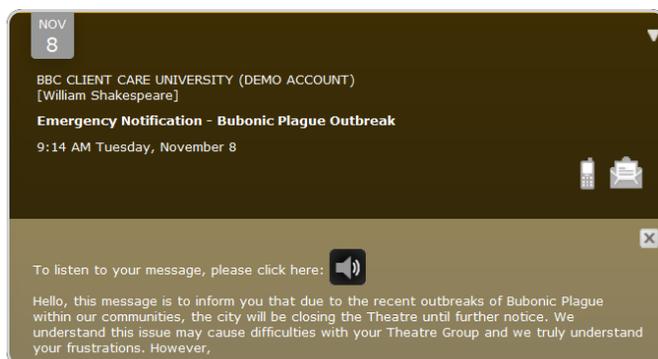
**NOV 8**  
BBC CLIENT CARE UNIVERSITY (DEMO ACCOUNT)  
[William Shakespeare]  
**Emergency Notification - Bubonic Plague Outbreak**  
9:14 AM Tuesday, November 8

**NOV 7**  
BBC CLIENT CARE UNIVERSITY (DEMO ACCOUNT)  
[William Shakespeare]  
**In regards to the behavior at last night's play**  
3:51 PM Monday, November 7

**NOV 7**  
BBC CLIENT CARE UNIVERSITY (DEMO ACCOUNT)  
[William Shakespeare]  
**Lecture on drama in literature has been postponed!**  
3:38 PM Monday, November 7

A new pane will open below the message box. If the message was sent as a Text-to-speech, a transcript of the message will appear in field below.

Click the  icon to listen to the audio version of the message.



**NOV 8**  
BBC CLIENT CARE UNIVERSITY (DEMO ACCOUNT)  
[William Shakespeare]  
**Emergency Notification - Bubonic Plague Outbreak**  
9:14 AM Tuesday, November 8

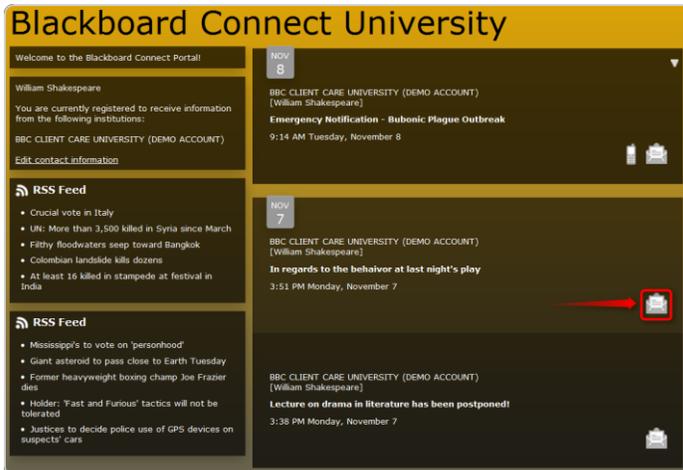
To listen to your message, please click here: 

Hello, this message is to inform you that due to the recent outbreaks of Bubonic Plague within our communities, the city will be closing the Theatre until further notice. We understand this issue may cause difficulties with your Theatre Group and we truly understand your frustrations. However,

To close the message, click the  button in the upper right corner of the message box.

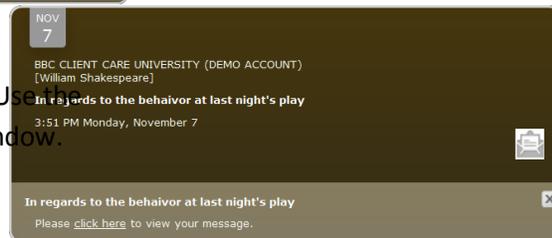
## Email Messages

From the Home Page, locate the message you would like to view and click the  icon.



A new pane will open below the message box. Use the [link](#) to open your email message in a pop-up window.

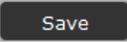
Click H



To close the message, click the  button in the upper right corner of the message box.

## For Phones:

1. Select a **country code** from the Country Code drop-down menu.
2. Type the **phone number** you want to add in the Number field.
3. Use the *Type* pull-down menu to select what **type of phone** the number belongs to (i.e. Home, work, or Mobile).
4. Use the Checkboxes to specify what type of message you want to receive (voice messages, text, or TTY).

5. When you are finished with providing your information, click the  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.