

SIGNING UP FOR MYCONNECT

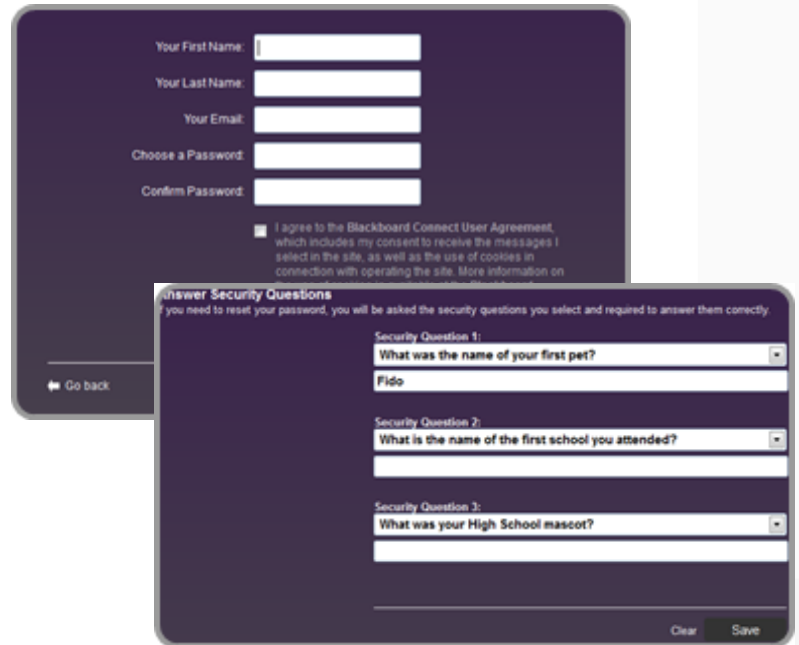
RESTRICTED SITES

Welcome to Blackboard MyConnect, your online tool for subscribing to messages that matter to you most. Provided below are instructions on how to register for our MyConnect site and subscribe to messages and notifications.

Getting Started

Visit our MyConnect Site and click **Sign Me Up!** You'll be asked to provide your first and last name, an email address, and a password for your new account.

Once you've provided the information, you will receive a confirmation message to the email you've provided. Use the hyperlink provided in the email you receive to confirm your email address and log into your account.



Establish Security Questions

Use the pull-down menus to select a security question and provide the answer to the question in the field below. These will be used to verify your identity in case you need to reset your password.

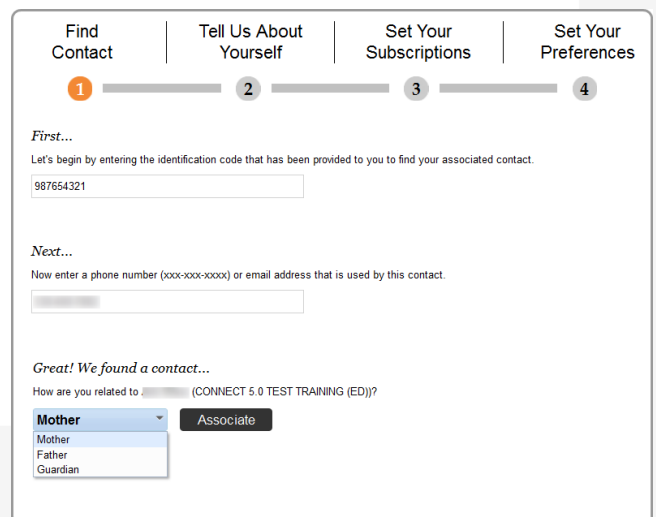
Find Contact

Provide an identification number for you or someone associated with this institution in the field provided. This is typically a student, staff, or employee ID number.

Click Next to continue to provide a phone number or email address that is associated with the ID number you provided. The information you provide **MUST MATCH** the information we have on file.

When you're done, click Next and you will be asked to confirm the information you've entered.

Click **Associate** when you're finished.



Tell Us About Yourself

Provide your home or business address under the **Add Address** button. Remember to mark all required fields marked with a red asterisk.

When you're done, click **Confirm** to validate your address using a map. Confirm the location of your address or move a pin on a map to adjust the location, if necessary. Click **SAVE** when you're done.

Use the **Add Email** and **Add Phone** buttons to add or change your email and phone number.

When you're finished, click **Continue**.

Set Your Subscriptions

Use the checkboxes to subscribe to the message topics that are available on your screen. You can subscribe to more than one message, however, you cannot opt-out of receiving Emergency Messages.

Set Your Preferences

Tell us how you would like to receive your messages. Click the message topic you have subscribed to on the *Set Your Preferences* screen and use the checkboxes to indicate where whether you want your message sent to your email or to your phone by voice or SMS message.

For example, you can set your preferences to receive any emergency message as a phone call or SMS message and have Event Reminders sent to your email address.

Click **Save** when you're done.