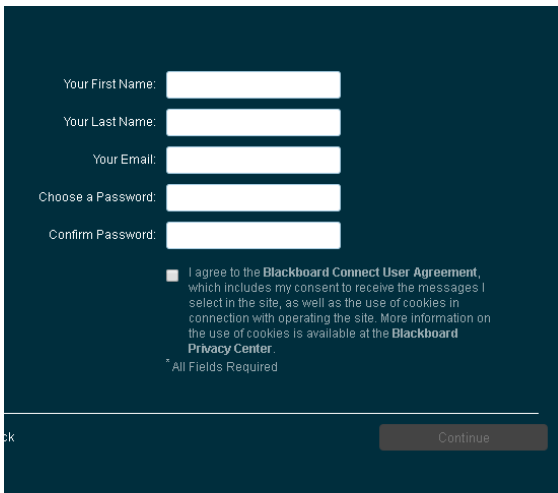
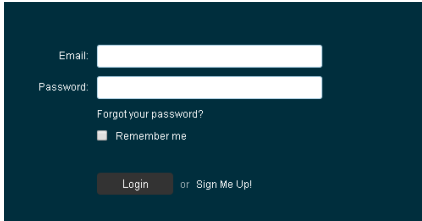


# Manage Star Alert Subscriptions (Current Employee or Student)

Student data is updated nightly  
Employee data is updated on Pay Day Fridays

## Step 1: Signing up the for FIRST TIME USE

1. Navigate to <https://staralertarccatc.bbcportal.com>
2. Click "Sign Me Up". (After creating your login account, you can continue to use "Login".)



Fill in the fields.

In the email field, use your **Office 365 user name**.

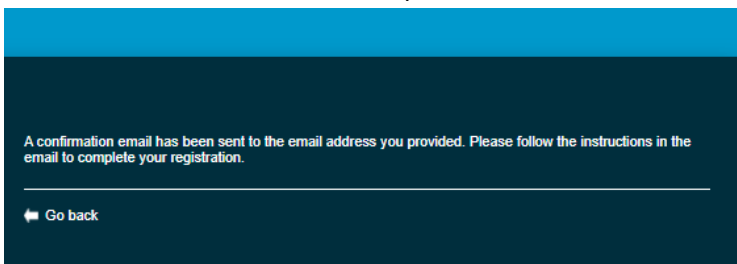
- StarID@minnstate.edu (employee)
- StarID@go.minnstate.edu (student)

Create a password

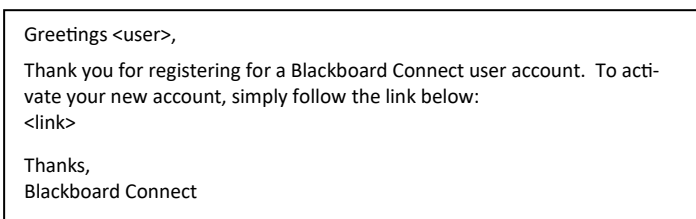
- Passwords must be at least 10 characters in length and must contain 3 of the following 4 character types:
- Lower-case letters: a-z
- Upper-case letters: A-Z
- Numbers: 0-9
- Symbols: #()\$.%,&
- Spaces are not permitted, and you may not use any of your last 8 passwords. Avoid using a common word, your name, username, and repeating sequences.

Agree to the user agreement and click "Continue"

A confirmation email will be sent to your email address.



Confirm the email and return to the login page.

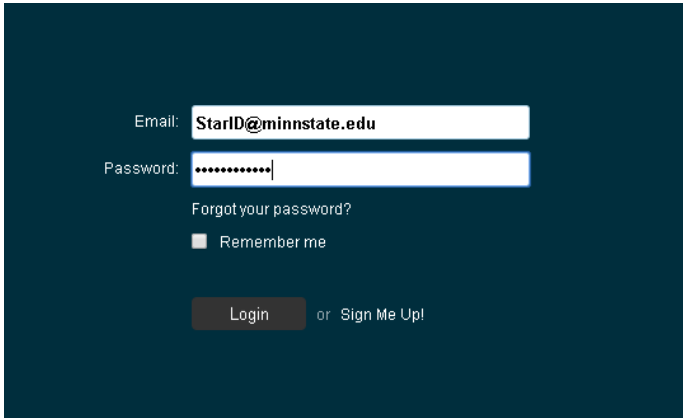


**Congratulations!** You have completed STEP 1 and now are ready to associate your college information with your new Login Account.

GOTO Page 2...

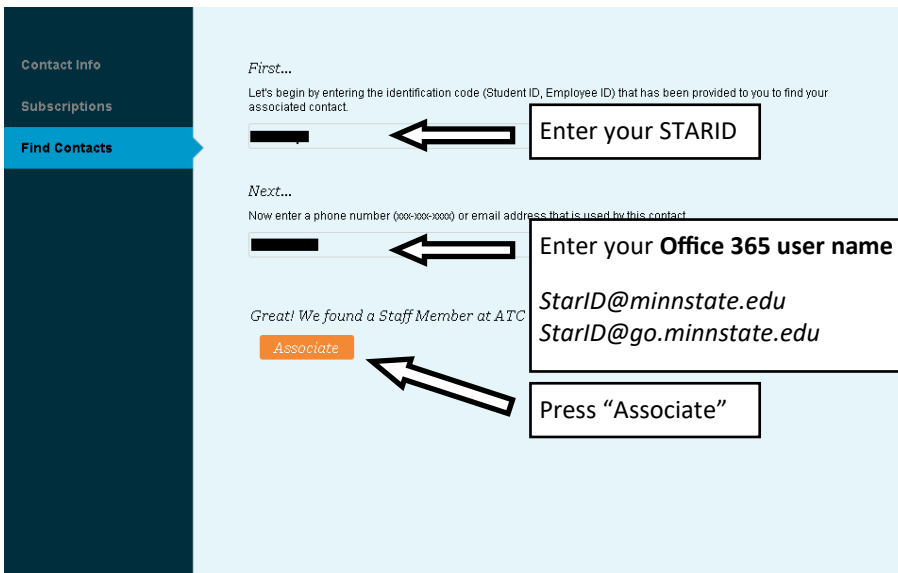
## Step 2: Associate your Login Credentials with your college information

Enter your credentials and click "Login."



The screenshot shows a login form on a dark blue background. It includes an "Email:" field with the text "StarID@minnstate.edu", a "Password:" field with masked characters, a "Forgot your password?" link, a "Remember me" checkbox, and a "Login" button. There is also a link for "Sign Me Up!" next to the Login button.

Use your **StarID** and **Office 365** user name.



The screenshot shows a contact association form with a dark blue sidebar on the left containing "Contact Info", "Subscriptions", and "Find Contacts". The main content area is light blue and contains three sections: "First..." with a text input field and an arrow pointing to a box labeled "Enter your STARID"; "Next..." with a text input field and an arrow pointing to a box labeled "Enter your Office 365 user name" containing "StarID@minnstate.edu" and "StarID@go.minnstate.edu"; and a confirmation message "Great! We found a Staff Member at ATC" with an orange "Associate" button and an arrow pointing to a box labeled "Press 'Associate'".

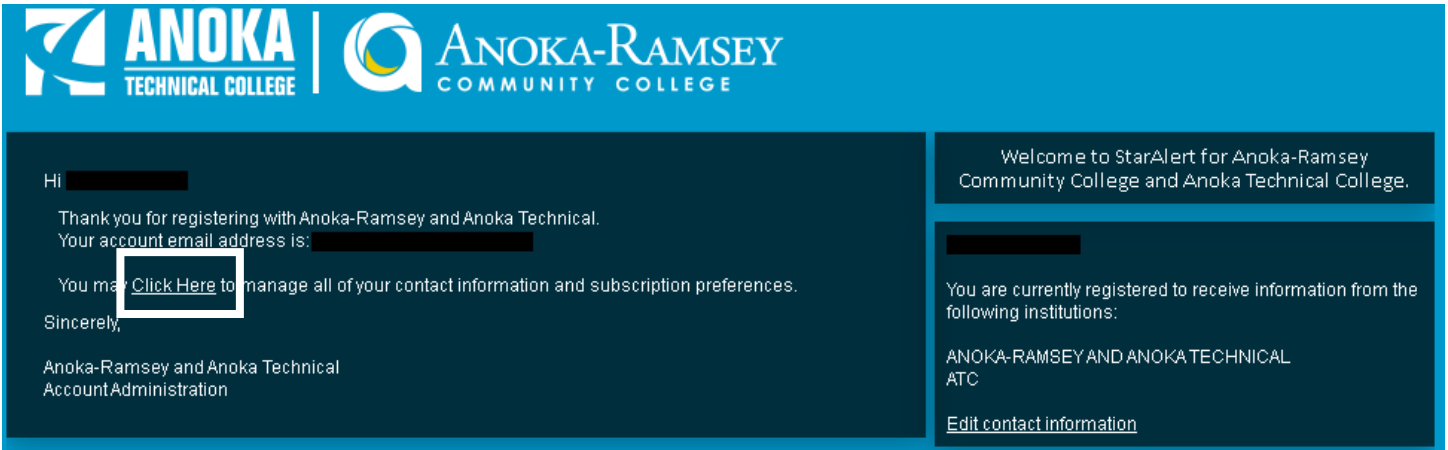
Set the security questions and click "Save, then Login."

**Congratulations!** You have completed STEP 2 and now are ready to update your contact information.

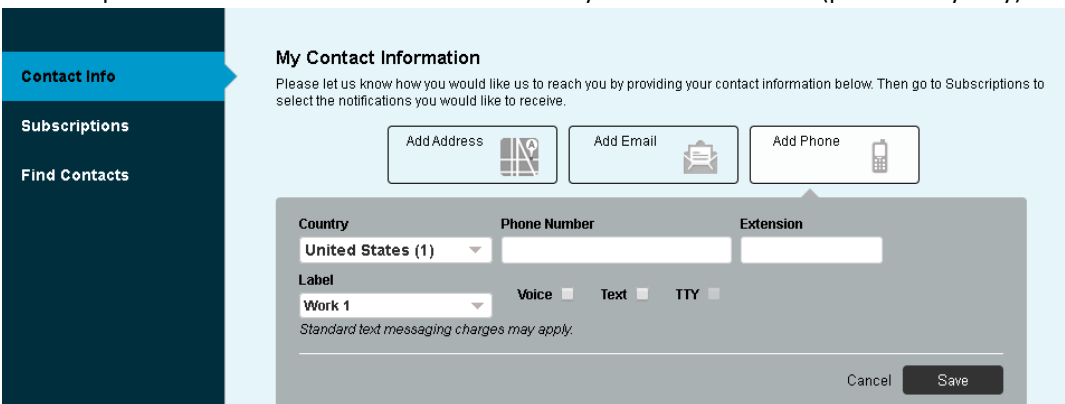
GOTO Page 3...

### Step 3: Update Contact Information

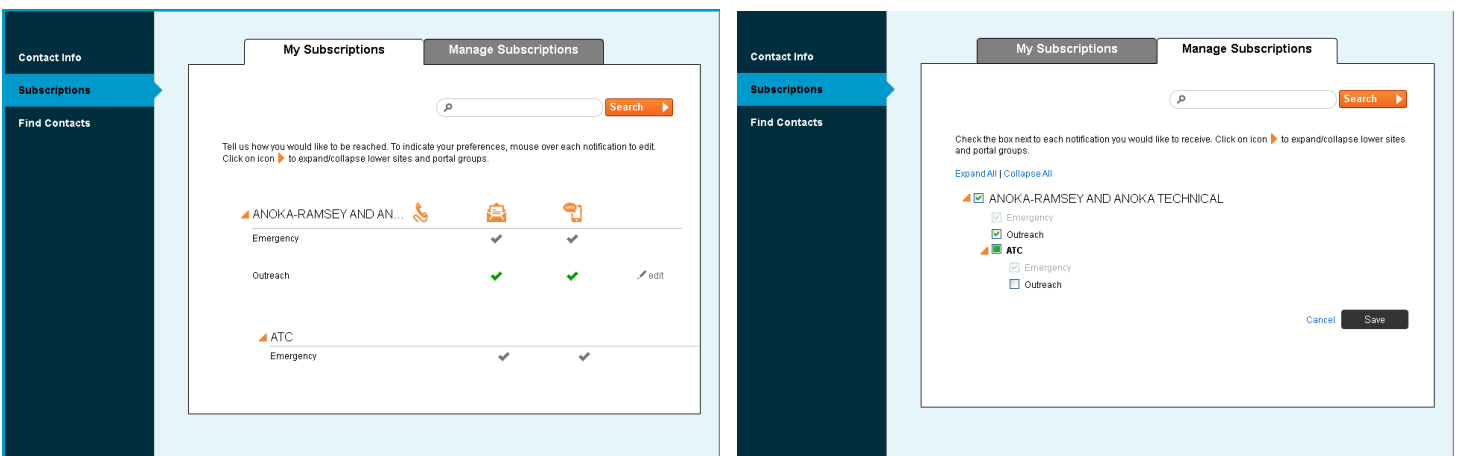
On the portal home page, click on "Click Here" to manage your contact information and subscription preferences.



Contact Info Tab—Includes contact information imported from the data repository. Add or update contact information and checkmark if you want texts or call (phone entry only)



Subscriptions Tab—Update where/how you are contacted. Click the pencil icon to update your subscriptions



**NOTE: if you want to add another COLLEGE, please navigate to <https://staralertGUESTarccatc.bbcportal.com> and use your LOGIN CREDENTIALS (already created) to update your subscriptions.**

**CONGRATULATIONS! You have completed the registration and setup for imported students and employees.**

**CONTRACT EMPLOYEES, PARENTS, GUESTS/FRIENDS OF THE COLLEGES, AND SOME STUDENTS WILL NEED TO USE THE GUEST PORTAL TO SELF-REGISTER AND RECEIVE STAR ALERT MESSAGES. [CLICK HERE](#) TO GO TO THE GUEST PORTAL.**