



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:

Southwest
MINNESOTA STATE UNIVERSITY

Email:

Password:

[Forgot your password?](#)

Remember me

or

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.

Southwest
MINNESOTA STATE UNIVERSITY

Your First Name:

Your Last Name:

Your Email:

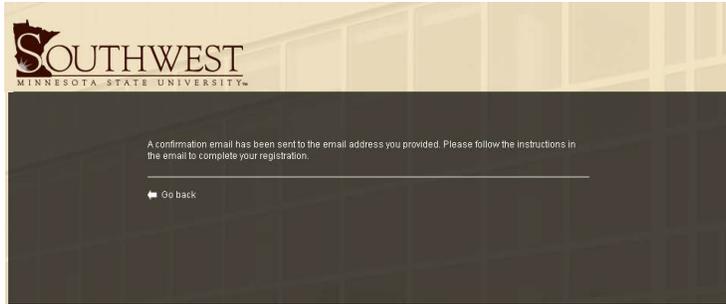
Choose a Password:

Confirm Password:

I agree to the Blackboard Connect User Agreement, which includes my consent to receive the messages I select in the site, as well as the use of cookies in connection with operating the site. More information on the use of cookies is available at the Blackboard Privacy Center.

* All Fields Required

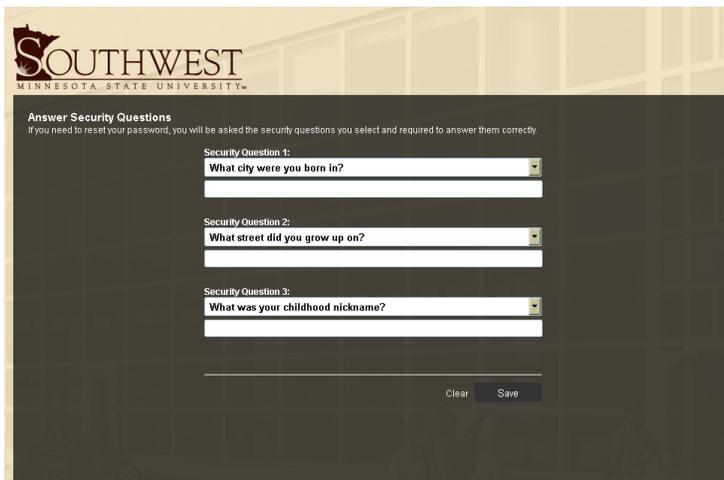
Once you have registered with your SMSU.edu email address a confirmation email will be sent to you to complete your registration.



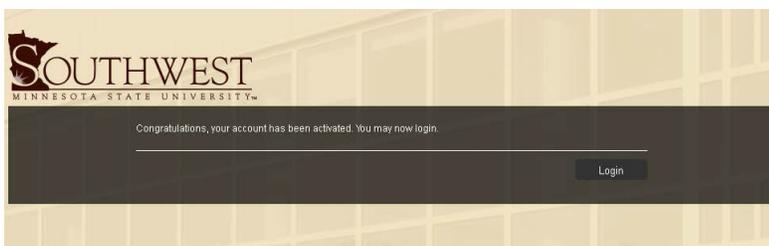
The email will contain an activation link which you must click to complete your account activation.



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.



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.



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 [redacted]

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** this step and enter your contact information manually on the next page.

YES, this is mine

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.

The screenshot shows a four-step progress bar at the top: 'Find Contact' (1), 'Tell Us About Yourself' (2), 'Set Your Subscriptions' (3), and 'Set Your Preferences' (4). Below the progress bar, the text reads: 'Please let us know how you would like us to reach you by providing your contact information below.' There are three buttons: 'Add Address' with a location pin icon, 'Add Email' with an envelope icon, and 'Add Phone' with a mobile phone icon. The 'Add Email' button is highlighted with a mouse cursor. Below these buttons is a form for 'E-mail Address' with a text input field and 'Cancel' and 'Save' buttons. At the bottom left, there is a small envelope icon and the text 'E-mail Address'.

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.

The screenshot shows the same four-step progress bar as the previous image. The text below the progress bar reads: 'Please let us know how you would like us to reach you by providing your contact information below. Then go to Subscriptions to select the notifications you would like to receive.' There are three buttons: 'Add Address', 'Add Email', and 'Add Phone'. The 'Add Phone' button is highlighted with a mouse cursor. Below these buttons is a form for adding a phone number. It has three input fields: 'Country' (a dropdown menu showing 'United States (1)'), 'Phone Number', and 'Extension'. Below these fields is a 'Label' dropdown menu showing 'Home 1'. To the right of the label are three checkboxes: 'Voice' (unchecked), 'Text' (checked), and 'TTY' (unchecked). Below the checkboxes is a small note: 'Standard text messaging charges may apply.' At the bottom right of the form are 'Cancel' and 'Save' buttons.

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

Find Contact | Tell Us About Yourself | Set Your Subscriptions | Set Your Preferences

1 2 3 4

Please let us know how you would like us to reach you by providing your contact information below. Then go to Subscriptions to select the notifications you would like to receive.

Add Address Add Email Add Phone

Home 1 Voice Text TTY

E-mail Address

E-mail Address

Language Preferences ⓘ

English Save

Next

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

You have opted-in to receive messages to your device. For more info reply "HELP". To opt out, visit Portal or reply "STOP PORTAL". Msg&data rates may apply.

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!

SOUTHWEST
MINNESOTA STATE UNIVERSITY

Hi

Thank you for registering with Southwest Minnesota State Univ.
Your account email address is: roshan.ghimire@smsu.edu.

You may [Click Here](#) to manage all of your contact information and subscription preferences.

Sincerely,

Southwest Minnesota State Univ.
Account Administration

Welcome to the NG Portal.

You are currently registered to receive information from the following institutions:

SOUTHWEST MINNESOTA STATE UNIVERSITY

[Edit contact information](#)

RSS Feed

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- Look at me! 16 selfies of the week
- CNN mourns loss of photojournalist Sammad Gasera
- Inside the 'hermit kingdom'
- The challenges of covering Ebola