UAlert and Blackboard Connect Registration

UAHuntsville is pleased to announce that it has partnered with Blackboard Connect to provide services for its UAlert mass notification system. This change enhances our capabilities to quickly and effectively communicate important safety information to our students, faculty, and staff.

As a student or employee, you have been automatically included in the UAlert system. You may update your contact information and preferences by following the update links at http://ualert.uah.edu or you may access the Blackboard Connect portal at http://uah.bbcportal.com. If you were previously registered with UAlert, your contact preferences have been migrated to the new service provider. We encourage you to check your contact information to ensure you don’t miss important safety alerts.

To review and edit your contact information, you will need your official UAHuntsville email address (not a departmental or unit-specific email address) and your UAHuntsville “A” number. To access the Blackboard Connect portal for the first time, you will need to set up a user profile that will be linked to your contact account within the Connect system.

1. The end user portal can be reached at http://uah.bbcportal.com or by following the “Update Contact Information” link from http://ualert.uah.edu.

2. New Connect portal users should click the “Sign Me Up!” link the first time they visit the page.
3. You must enter valid information into each field. The email address you register with will be the login ID you will use to access your Connect portal account.

- It is recommended, but not required, that you use your official UAH email address to register.
- Registering with a non-UAH email address will not automatically subscribe the non-affiliated address to emergency messages – that can be accomplished once registered, however.
- Password complexity requirements are: At least one upper-case letter, at least one number, and a minimum of eight total characters (no symbols).
- You must agree to the Blackboard Connect privacy policy and terms of use in order to register through the site.

After entering valid data for all fields and checking the box to agree to the privacy policy and Terms of use, click the “Continue” button.

If you have completed the required information above, you will receive the following notice that a confirmation email has been sent to the email address you just registered:
4. You will receive a confirmation email that contains text similar to the following:

From: <noreply@blackboardconnect.com>
Date: Fri, Jan 20, 2012 at 3:35 PM
Subject: UAH: Account Activation
To: abc1234@uah.edu

Greetings Jane,

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

https://uah.bbcportal.com/Activation/ConfirmationCode?code=11a999d-4545-412f-bc76-1a2b3c4d5e

If you have any questions, please contact the Site Administrator (helpdesk@uah.edu).

Thanks,
Site Administrator
helpdesk@uah.edu

5. Click on the provided link, or copy and paste the link into a web browser address bar to be directed to the “Answer Security Questions” screen.
UAlert and Blackboard Connect Registration

These security questions will be required if you lose your Connect account password.

Once you have selected and answered the security questions, click “Save”. You will then be directed to the “Congratulations” screen. This confirms that your account activation has been successful.

6. After a successful portal account activation, click on the “Login” button to return to the Connect portal login screen:

7. You may now log in using the email address and password you created during the registration process above.

After login, you will be directed to a Welcome screen. From this screen you may access links to edit your contact information and manage your message subscriptions.
8. The Click on the “Click Here” link to access and edit your address and contact information and make changes to your message delivery preferences.

When accessing your contact information for the first time in Connect, you will be asked to associate your Connect portal account with your UAlert contact information account.

9. Enter your Banner ID/A# (student or employee number) in the identification code field and click <Submit>.
## UAlert and Blackboard Connect Registration

10. Enter your official UAHuntsville email address.

- **NOTE:** using a phone number that is not already in the UAlert database will result in an error message. It is recommended that you use your official UAH email address because this address is automatically uploaded to UAlert and Connect.

After a successful association, you will be see a confirmation at the bottom of the content box:

![UAlert and Blackboard Connect Registration screenshot](image)

11. Click the `<Associate>` button.

A successful association will return your pre-loaded contact information.

![UAlert and Blackboard Connect Registration screenshot](image)
12. Confirm your contact information by clicking the check boxes by each contact method listed, and select the options (such as voice and/or text) you wish to be used for contacting you. Click <Next> when you have verified your information.

The next screen shows a summary of the contact information. From here it can be edited as needed. Click the <Add Device> link to add additional phone numbers, email addresses, and/or pager numbers.

One final step is needed to ensure you receive emergency messages from UAH:

<Subscriptions> tab in the left column. You should automatically be subscribed to the University of Alabama in Huntsville by default.

If you are not already subscribed, or if you wish to edit your subscription preferences, click the <Edit> link. Be sure to Save your preferences after any changes.

IMPORTANT NOTICE! Unsubscribing from UAHuntsville notifications will prevent you from receiving important life-safety and emergency alerts and situational update messages from the University. By unsubscribing, you are indicating you do not wish to receive this information by phone, text, pager, or alternate email address.
**UAlert and Blackboard Connect Registration**

**NOTE:** Your UAHuntsville official email address cannot be removed from UAlert or Connect. The University requires that all official UAHuntsville email accounts be enabled to receive emergency alerts.

After saving changes, the user should log out of the portal for security. The Sign Out option is located in a drop-down menu that can be accessed by clicking the down arrow next to your name in the top right corner of the web page.

**YOUR INFORMATION:**

Contact information included in the UAlert database will only be used for campus notifications and will not be made available to any other service.

**SUPPORT:**

If you have difficulty accessing your UAlert information through the Blackboard Connect portal, please contact the UAHuntsville OIT Help Desk by phone at 256-824-3333 or by email at helpdesk@uah.edu.