

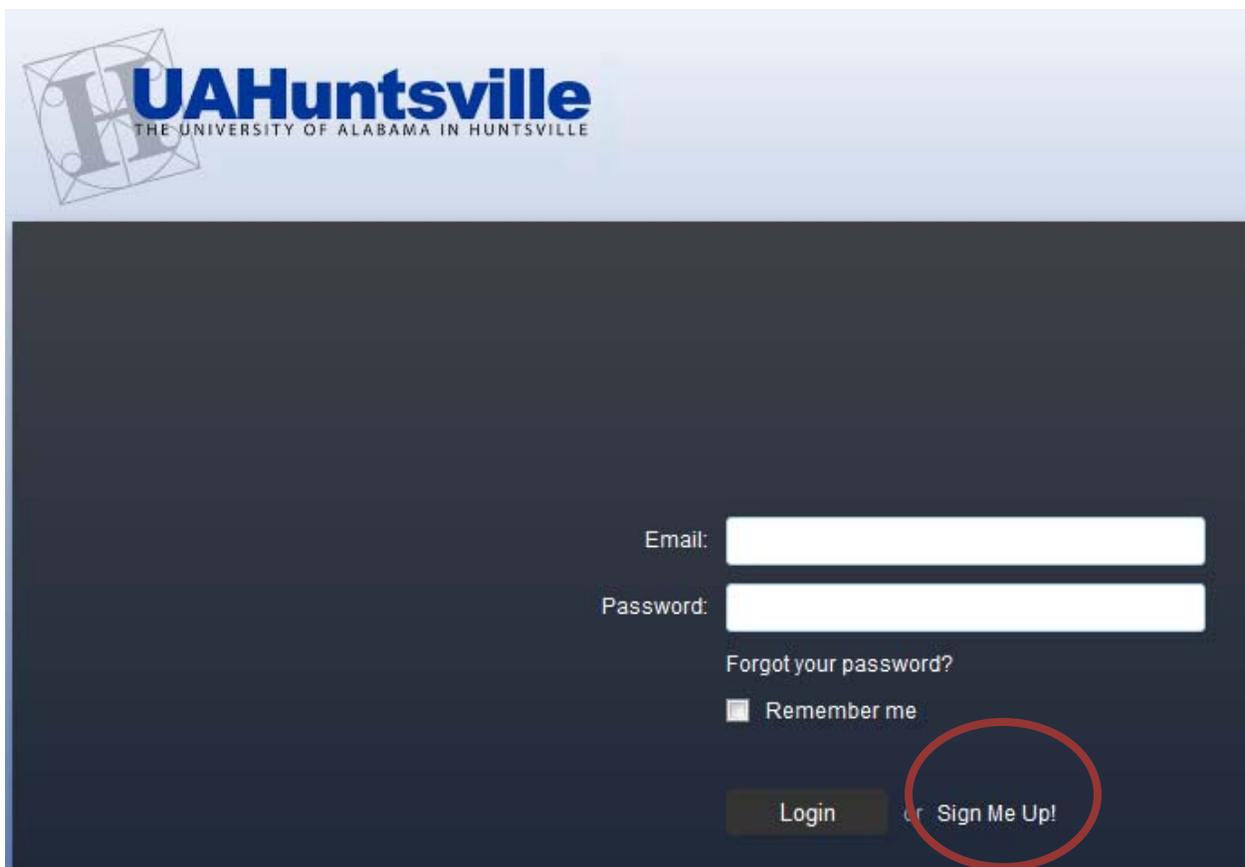
UAlert and Blackboard Connect Registration

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.

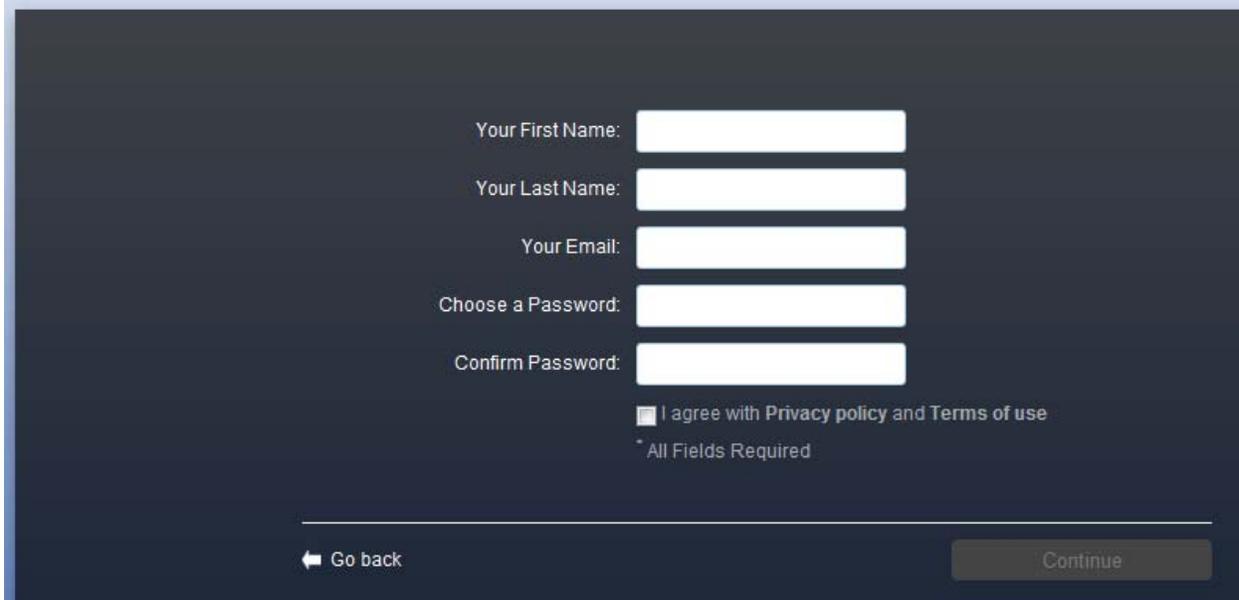
1. The end user portal can be reached at <http://uah.bbcportal.com> or by following the "Update Contact Information" link from <http://ualert.uah.edu>.



The screenshot shows the login interface for the Blackboard Connect portal. It includes the UAHuntsville logo, email and password input fields, a 'Forgot your password?' link, a 'Remember me' checkbox, and 'Login' and 'Sign Me Up!' buttons. The 'Sign Me Up!' button is highlighted with a red circle.

2. New Connect portal users should click the "Sign Me Up!" link the first time they visit the page.

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Your First Name:

Your Last Name:

Your Email:

Choose a Password:

Confirm Password:

I agree with Privacy policy and Terms of use

* All Fields Required

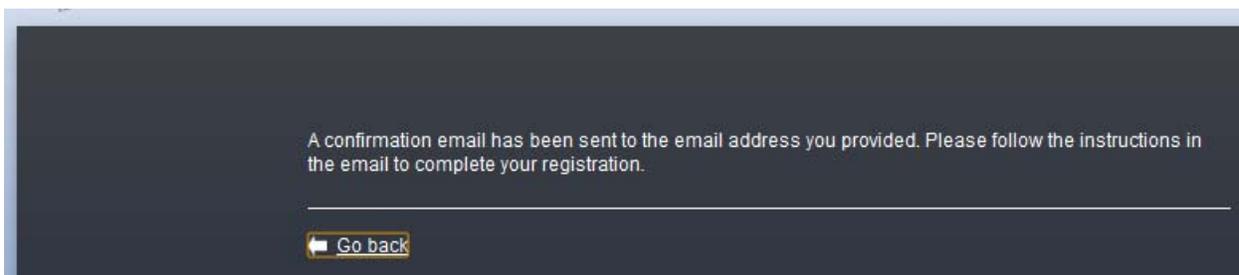
[← Go back](#) [Continue](#)

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:



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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,

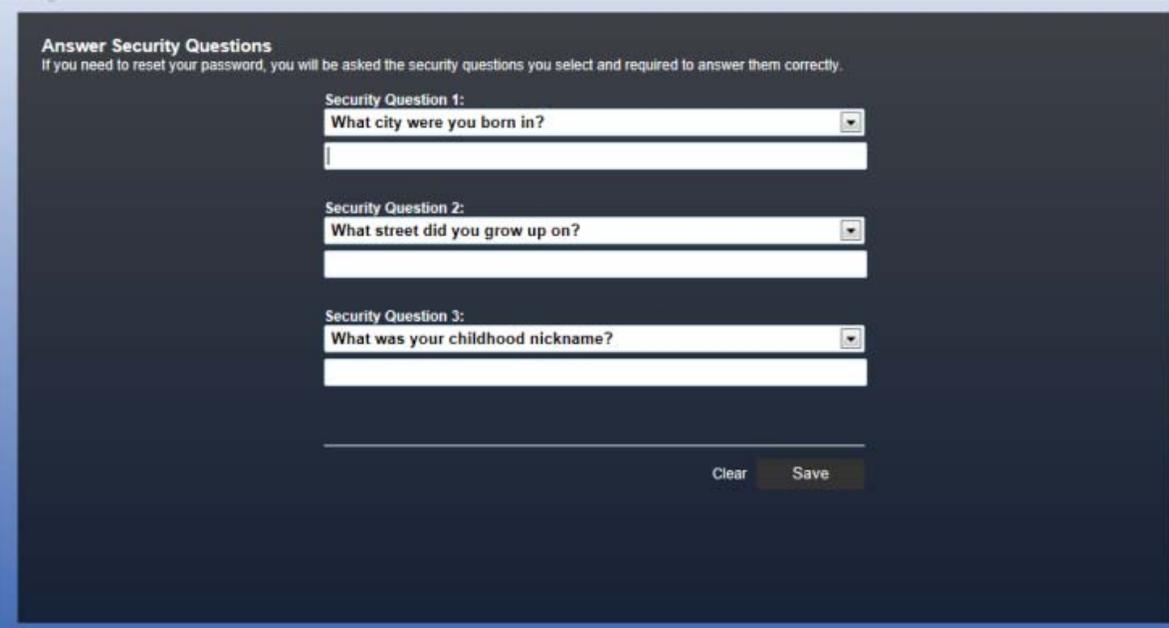
Thank you for registering for a UAH user account. To activate your new account, simply follow the link below:

<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.



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?

Security Question 2:
What street did you grow up on?

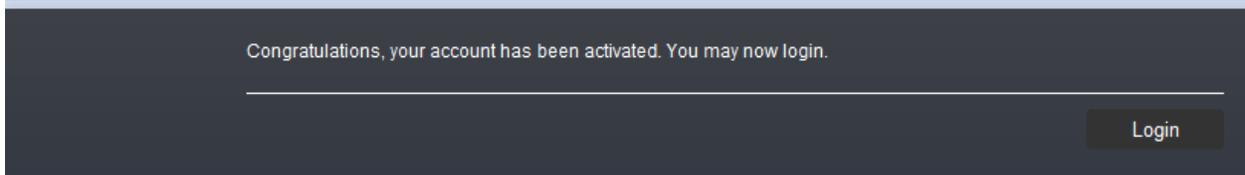
Security Question 3:
What was your childhood nickname?

Clear Save

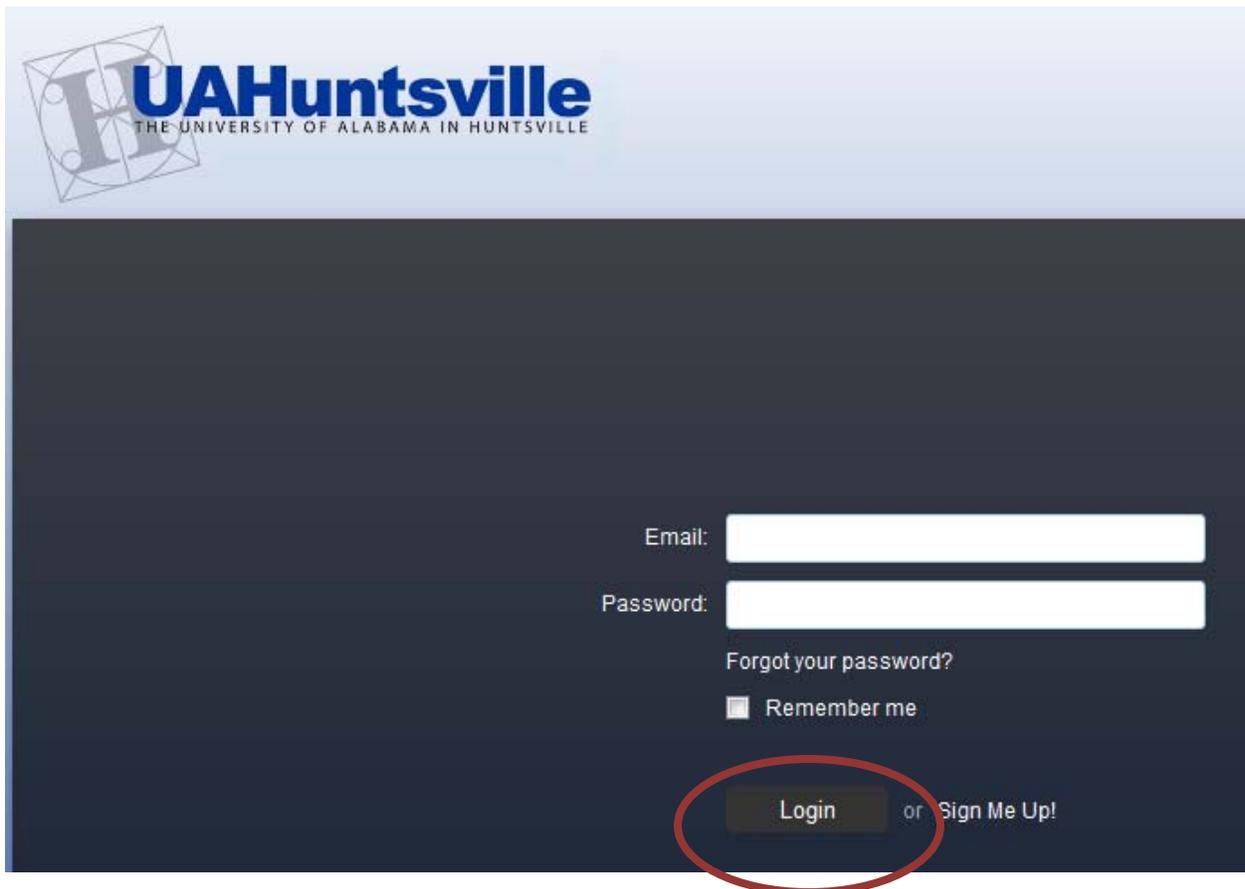
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These security questions will be required if you lose your Connect account password.

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.

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Hi

Thank you for registering with UAH.
Your account email address is:

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

Sincerely,

UAH
Account Administration

Welcome to the University of Alabama Huntsville Portal.
Please click on the link to Sign Up and update your notification data.

You are not associated with any contacts.

[Edit contact information](#)

RSS Feed

- Sites back online after Anonymous attack
- Ex-wife: Gingrich wanted 'open marriage'
- 10,000 evacuated due to fire near Reno, Nevada
- Google says social network has 90 million users
- California boy, 10, charged with another child's murder

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.

Contact Info

Subscriptions

Find Contacts

1 Find associations → **2 View and confirm**

First...

Let's begin by entering the identification code that has been provided to you to find your associated contact.

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

Contact Info

Subscriptions

Find Contacts

1 Find associations → **2 View and confirm**

First...

Let's begin by entering the identification code that has been provided to you to find your associated contact.

Next...

Now enter a phone number (xxx-xxx-xxxx) or email address that is used by this contact.

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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 see a confirmation at the bottom of the content box :

The screenshot shows a web interface with a dark sidebar on the left containing 'Contact Info', 'Subscriptions', and 'Find Contacts'. The main content area has a progress bar with '1 Find associations' and '2 View and confirm'. Below the progress bar, there are two input fields: 'First...' with the value 'A1234567890' and 'Next...' with the value 'abc1234@uah.edu'. A message 'Great! We found a contact...' is displayed, and an orange 'Associate' button is highlighted with a red circle.

11. Click the <Associate> button.

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

The screenshot shows the same web interface as the previous step, but now in the 'View and confirm' stage. The progress bar shows '1 Find associations' and '2 View and confirm'. The main content area displays 'Viewing pre-loaded data for Your Name'. Below this, there is a message: 'The following data was pre-loaded by UNIVERSITY OF ALABAMA IN HUNTSVILLE. Select the box next to each item to indicate a way to reach you. You may also Skip this step and enter the information manually afterwards. Click Next to continue.' There are two rows of contact information: 'Work 1' and 'Mobile 1'. Each row has a checkbox for 'YES, this is mine' and a 'Receive messages in:' section with checkboxes for 'Voice' and 'Text'. The 'Next' button is highlighted with a red circle.

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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..

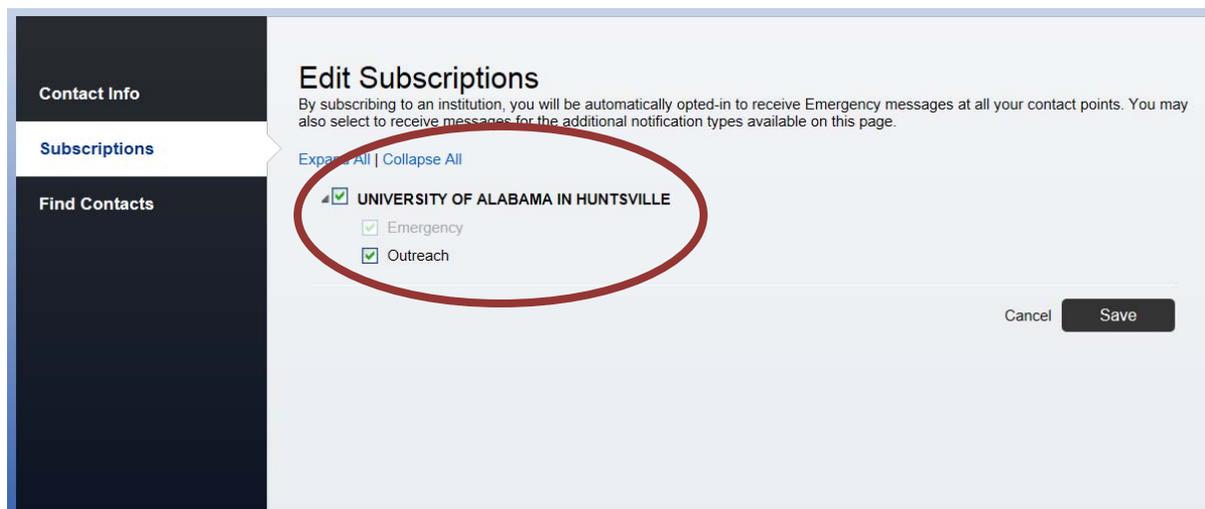
The next screen shows a summary of the contact information. From here it can be edited as needed. Click the **<Add Device>** link to add additional phone numbers, email addresses, and/or pager numbers.

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.

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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.