



How to set up your Blackboard emergency notifications:

Create your personal account on Blackboard Connect.

1. Visit <https://dctc.bbcportal.com/Entry>

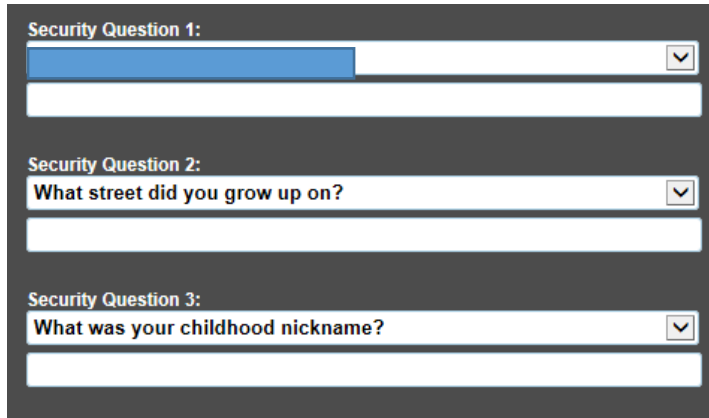
A screenshot of the Blackboard Connect registration page for first-time users. The page has a dark grey background. On the left, under the heading 'First Time Users', there are three numbered instructions: 1. 'Create a portal account. Click "Sign Me Up!", at the right.' 2. 'Associate your account with your StarID username (institution code)' 3. 'Contact the Inver Hills Communications Department and let them know what kind of difficulty you are having. Email [IHCC communications](#) or call 651-423-8268.' Below this is a link: '"Learn more about IHCC [emergency preparedness](#)."' On the right side, there are input fields for 'Email:' and 'Password:'. Below the password field is a link 'Forgot your password?' and a checkbox labeled 'Remember me'. At the bottom right, there are two buttons: 'Login' and 'or Sign Me Up!'. The 'or Sign Me Up!' button is circled in red.

2. Click on **Sign Me Up** at the bottom right
3. Enter the information requested. Use the email the college has on file for you. **Check the box** for the User Agreement.

A screenshot of the Blackboard Connect registration page showing the user agreement section. The page has a dark grey background. There are five input fields: 'Your First Name:', 'Your Last Name:', 'Your Email:', 'Choose a Password:', and 'Confirm Password:'. Below these fields is a checkbox labeled 'I agree to the Blackboard Connect User Agreement, which includes my consent to receive the messages I selected on 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.' The checkbox is circled in red. At the bottom, there is a note: '* All Fields Required'.

4. A confirmation email will be sent to you. **Click on the activation link.**

5. Provide answers for the three security questions that you can remember later. If you need to reset your password, you will be asked the security questions you select and required to answer them correctly.



The screenshot shows a dark-themed form with three security questions. Each question has a dropdown menu for selection and a text input field for the answer. The questions are: Security Question 1 (dropdown), Security Question 2: 'What street did you grow up on?' (dropdown), and Security Question 3: 'What was your childhood nickname?' (dropdown).

6. You will be prompted to log in with your **email and password.**

7. **Enter your StarID** as your identification code.

First...

Let's begin by entering the identification code (Student ID, Employee ID) that has been provided to you to find your associated contact.

Submit

8. Now enter a phone number or email address that is used by this contact.

Next...

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

Submit

9. When it matches up, click "Associate."

Great! We found a contact at DAKOTA COUNTY TECHNICAL COLLEGE

Associate

10. Set your contact preferences. NOTE: Items not selected will be excluded from communication. You are unable to opt out of your work contact methods.

Viewing pre-loaded data for [REDACTED]

The following data was pre-loaded by *DAKOTA COUNTY TECHNICAL COLLEGE*




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.




651- [REDACTED] Work 1	<input type="checkbox"/> YES, this is mine Receive messages in: <input checked="" type="checkbox"/> Voice
952- [REDACTED] Mobile 1	<input type="checkbox"/> YES, this is mine Receive messages in: <input checked="" type="checkbox"/> Voice <input checked="" type="checkbox"/> Text
My.email@somewhere.com	<input checked="" type="checkbox"/> YES, this is mine


WARNING: Items not selected above will be excluded from communication.


11. Set your preferences and click **Next**

Please let us know how you would like us to reach you by providing your contact information below.


[Add Address](#)  [Add Email](#)  [Add Phone](#) 

 651- [REDACTED] Work 1	Voice ✓	Text	TTY
 952- [REDACTED] Mobile 1	Voice ✓	Text ✓	TTY
 My.email@somewhere.com E-mail Address			


Language Preferences 

English  [Save](#)

12. Tell us what notifications you would like to receive. Emergency notifications are required and cannot be de-selected. This system is not used for Outreach notifications. Click **Next**

Check the box next to each notification you would like to receive. Click on icon  to expand/collapse lower sites and portal groups.

[Expand All](#) | [Collapse All](#)

-  DAKOTA COUNTY TECHNICAL COLLEGE
 - Emergency
 - Outreach

13. Indicate the modes for each type of communication. Again, Emergency cannot be de-selected. Click **Done**.

Tell us how you would like to be reached. To indicate your preferences, mouse over each notification to edit. Click on icon ▶ to expand/collapse lower sites and portal groups.

DAKOTA COUNTY TECHNICAL					
Emergency		✓	✓	✓	
Outreach		✓	✓	✓	 edit

14. Return to the Portal to make changes in the future.



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