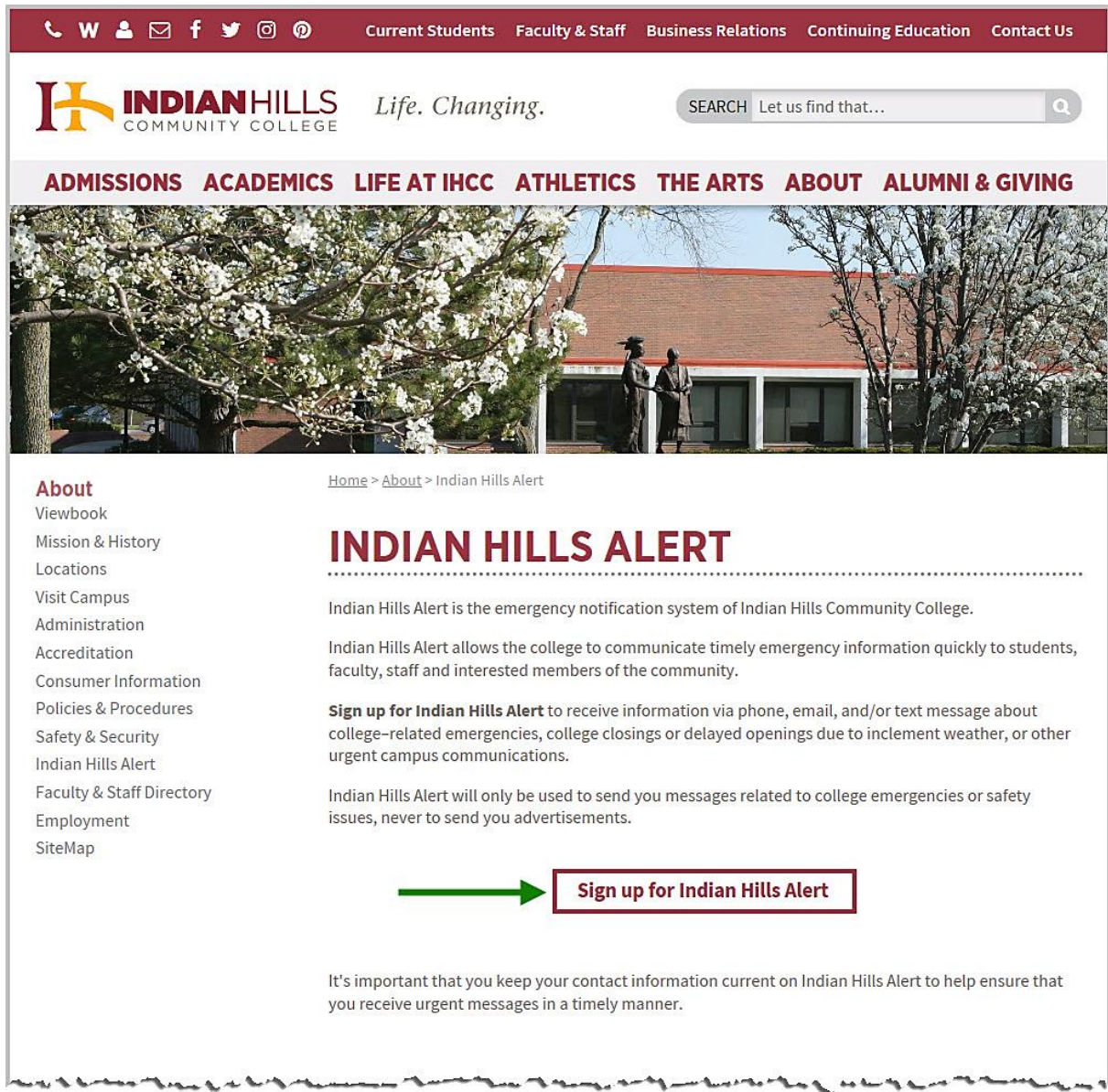


Computer Tutorial:
Indian Hills Alert

Purpose: To demonstrate how to sign up for Indian Hills Alert to receive information via phone, email, and/or text message about college-related emergencies, college closings or delayed openings due to inclement weather, or other urgent campus communications.

Read the Indian Hills Alert page (www.indianhills.edu/alert) *thoroughly*. Then, click “**Sign up for Indian Hills Alert.**”



The screenshot shows the Indian Hills Community College website. At the top, there is a dark red navigation bar with icons for phone, Wi-Fi, user, mail, Facebook, Twitter, Instagram, and Pinterest, followed by links for Current Students, Faculty & Staff, Business Relations, Continuing Education, and Contact Us. Below this is the college logo and the tagline "Life. Changing." with a search bar. A secondary navigation bar lists categories like Admissions, Academics, Life at IHCC, Athletics, The Arts, About, and Alumni & Giving. The main content area features a large image of a brick building with trees. Below the image is a breadcrumb trail: Home > About > Indian Hills Alert. A left sidebar lists various "About" page sections, with "Indian Hills Alert" highlighted. The main text area is titled "INDIAN HILLS ALERT" and explains the emergency notification system. A green arrow points to a button labeled "Sign up for Indian Hills Alert". At the bottom, a note states: "It's important that you keep your contact information current on Indian Hills Alert to help ensure that you receive urgent messages in a timely manner."

Once on the "Welcome to Indian Hills Alert" page, click "Sign Me Up!"

Indian Hills
COMMUNITY COLLEGE

ALERT

Welcome to Indian Hills Alert

Click "Sign Me Up!" to receive alert notifications for college closings, emergencies, and related college information. Select the ways you prefer to be notified, such as phone, email, and text message. Update your contact information and keep it current to ensure you don't miss important information.

Visit www.indianhills.edu/alert to find out more.

Have questions? Need help logging into the system? Contact the IT Help Desk: www.indianhills.edu/helpdesk.

Email:

Password:

[Forgot your password?](#)

Remember me

or

[Bb](#) [Privacy Policy](#) [Contact Site Administrator](#)

Enter your first name, last name, email address, and password in the fields provided.

Note: Be sure to enter your password in both the “Choose a Password” field and the “Confirm Password” field. Also, your password must be *at least* eight characters in length, and must include at least one lower-case letter, one capital letter, and one number. Spaces and special characters are not permitted. All fields are required.

The screenshot shows a web form titled "Indian Hills COMMUNITY COLLEGE ALERT". The form is set against a dark grey background with white text. On the left, there is a "Welcome to Indian Hills Alert" section with instructions: "Click 'Sign Me Up!' to receive alert notifications for college closings, emergencies, and related college information. Select the ways you prefer to be notified, such as phone, email, and text message. Update your contact information and keep it current to ensure you don't miss important information." Below this, it says "Visit www.indianhills.edu/alert to find out more." and "Have questions? Need help logging into the system? Contact the IT Help Desk: www.indianhills.edu/helpdesk".

On the right, there are five input fields, each with a white arrow pointing to it from the left. The fields are: "Your First Name:" with the value "Janet"; "Your Last Name:" with the value "Learner"; "Your Email:" with the value "janet_learner@stu.indianh"; "Choose a Password:" with a masked password of eight dots; and "Confirm Password:" with a masked password of eight dots.

Below the password fields is a checkbox with the text: "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." Below the checkbox is the text "All Fields Required".

At the bottom of the form area, there are two buttons: "Go back" with a left-pointing arrow and "Continue".

At the very bottom of the page, there is a footer with the Blackboard logo (Bb) and the text "Privacy Policy Contact Site Administrator".

Check the box next to “I agree to the Blackboard Connect User Agreement...”
Then, click “Continue.”

**Note: You must check the box next to “I agree to the Blackboard Connect User Agreement...”
in order for the “Continue” button to become available.**

ALERT

Your First Name: Janet

Your Last Name: Learner

Your Email: janet_learner@stu.indianh

Choose a Password:

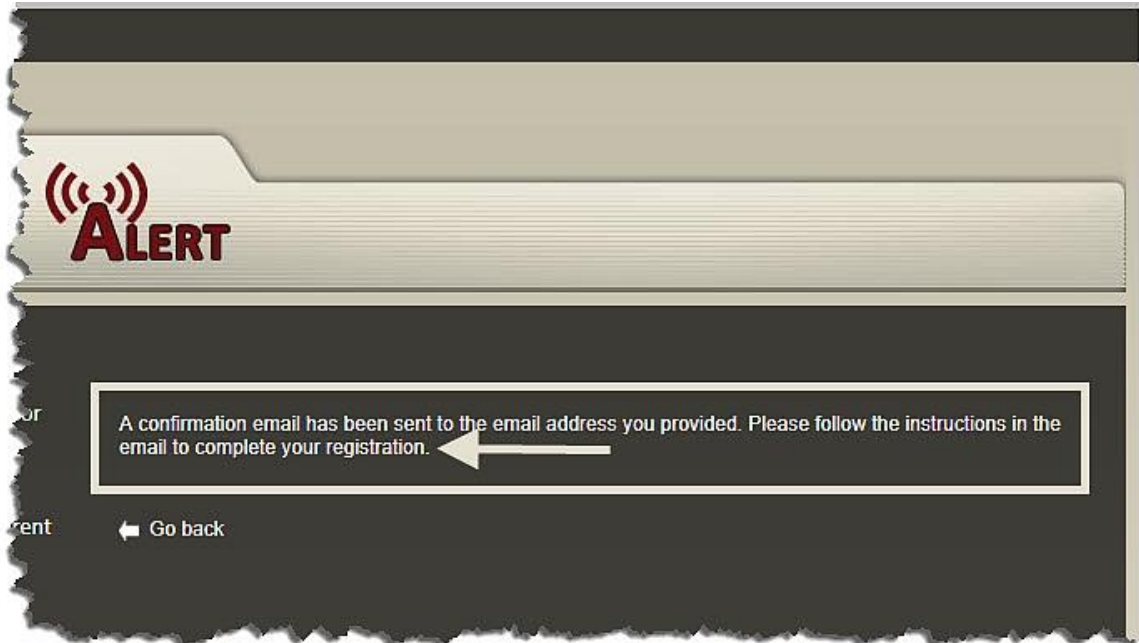
Confirm Password:

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.

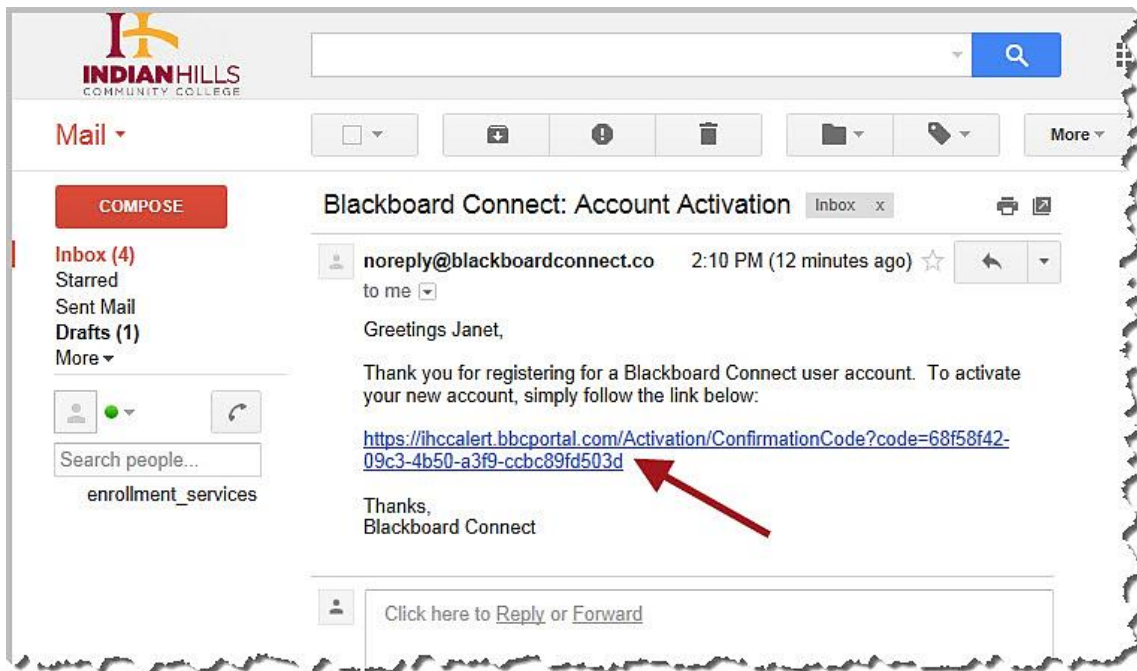
All Fields Required

Go back Continue

The following message will appear: “A confirmation email has been sent to the email address you provided. Please follow the instructions in the email to complete your registration.”



A confirmation email will be sent to the email address you provided. Log in to your email account and open the “Blackboard Connect: Account Activation” email (it will be from “noreply@blackboardconnect.com.”) Click the link to activate your account.



Once you open the link from your email, the “Answer Security Questions” page will open. Select the security questions you would like to answer from each drop-down menu.

Indian Hills COMMUNITY COLLEGE **ALERT**

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? ←

Privacy Policy Contact Site Administrator

Type your answers in the boxes provided.

))

Indian Hills (())
COMMUNITY COLLEGE **ALERT**

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

Then, click "Save."

You will be asked the security questions you select and required to answer them correctly.

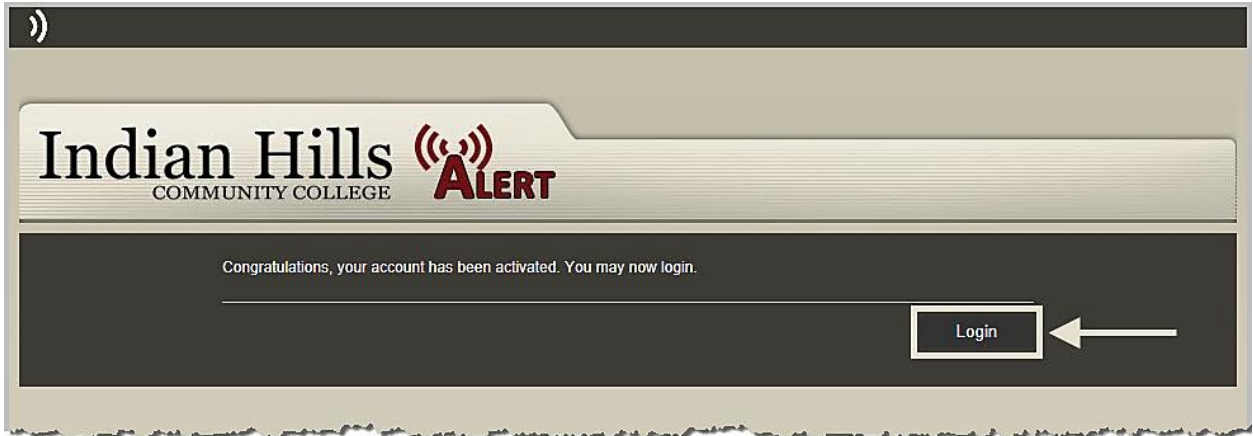
Security Question 1:
What city were you born in?

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

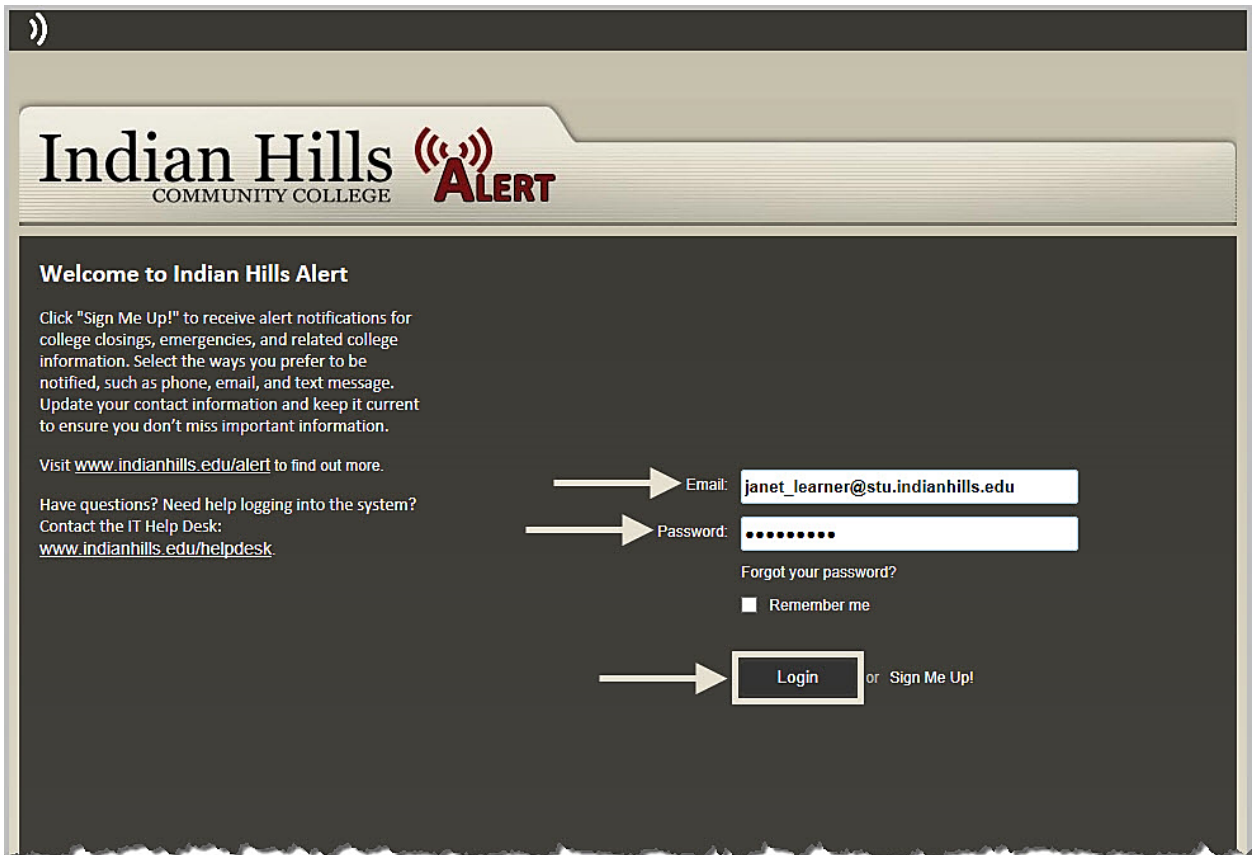
Security Question 3:
What was your childhood nickname?

Clear Save

The message “Congratulations, your account has been activated. You may now login.” will appear. Click “**Login**” to log in to your account.

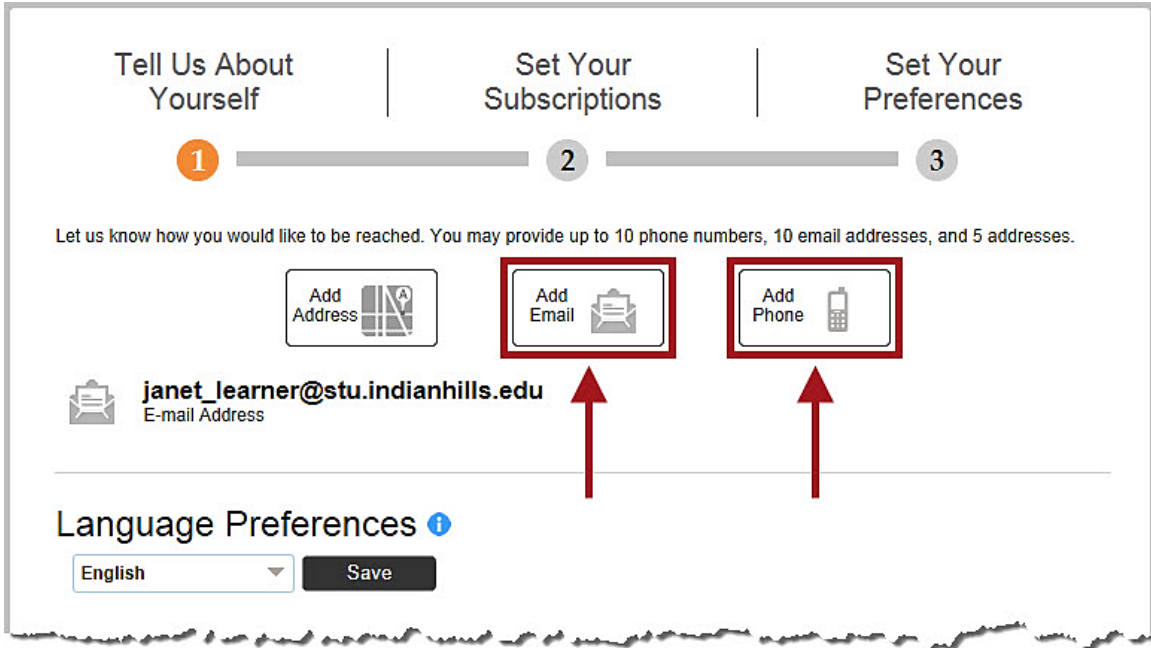


You will be taken back to the “Welcome to Indian Hills Alert” page. Type your “Email” and “Password” in the spaces provided. Then, click “**Login**.”

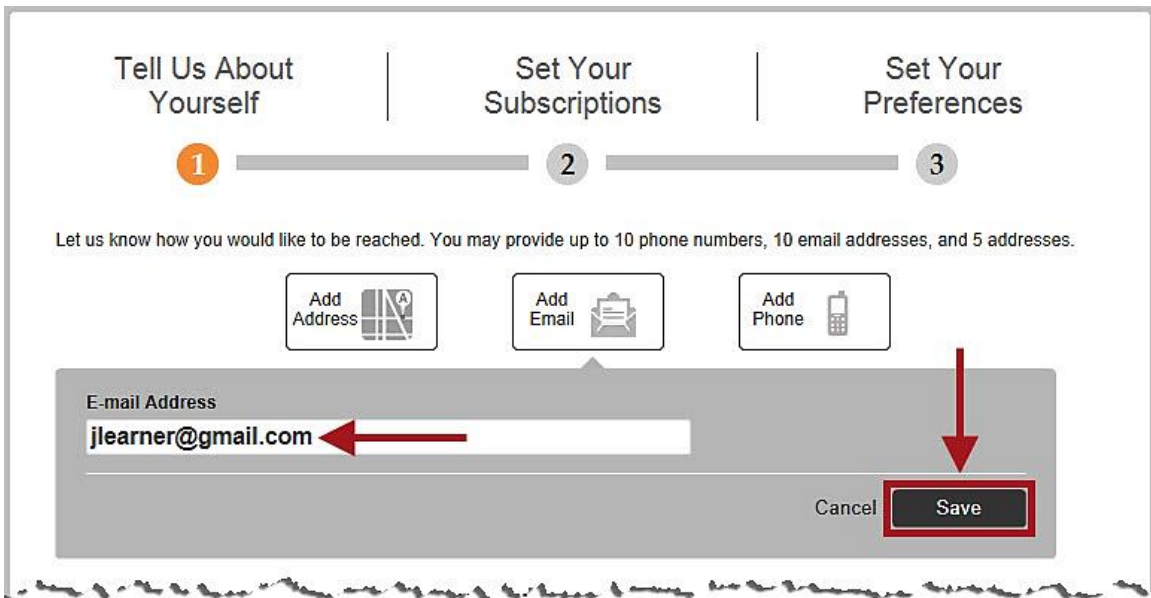


The “Tell Us About Yourself” pop-up will appear. Select “Add Email,” and/or “Add Phone” to add an email address, and/or phone number for which you would like to be reached for alerts. You may add up to 10 phone numbers and 10 email addresses.

Note: You do not need to add an address, as your address will not be used to notify you for alerts. Also, the email address you used when you created your account will be added automatically and will be used to notify you for alerts.



If you choose to add an email address, type the email address you would like to add in the “E-mail Address” box. Then, click “Save.”



The email address you added will appear on the page.

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

1 2 3

Let us know how you would like to be reached. You may provide up to 10 phone numbers, 10 email addresses, and 5 addresses. Then, go to Subscriptions to select the notifications you would like to receive.

Add Address Add Email Add Phone

jlearner@gmail.com
E-mail Address

janet_learner@stu.indianhills.edu
E-mail Address

If you choose to add a phone number, select the “Country” (“United States” will be selected by default) and add the “Phone Number” in the box provided. You may also add an “Extension” and a “Label,” if you wish. Then, check the box(es) next to the type of message(s) you would like to receive if there is an alert. Select “Voice” to receive a call that plays a recorded message, select “Text” to receive a text message, and/or select “TTY” to receive a message via a teletype machine (hearing impaired option). Then, click “Save.”

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

1 2 3

Let us know how you would like to be reached. You may provide up to 10 phone numbers, 10 email addresses, and 5 addresses. Then, go to Subscriptions to select the notifications you would like to receive.

Add Address Add Email Add Phone

Country: United States (1) Phone Number: 641-111-1111 Extension: []

Label: Mobile 1

Voice Text TTY

Standard text messaging charges may apply.

Cancel Save

The phone number you added will appear on the page.

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

1 2 3

Let us know how you would like to be reached. You may provide up to 10 phone numbers, 10 email addresses, and 5 addresses. Then, go to Subscriptions to select the notifications you would like to receive.

Add Address Add Email Add Phone

641-111-1111 Mobile 1 Voice Text TTY

jlearner@gmail.com E-mail Address

janet_learner@stu.indianhills.edu E-mail Address

Choose your “Language Preferences.” Then, click “Next” to proceed.

Note: By default, “English” will be selected for “Language Preferences.”

jlearner@gmail.com E-mail Address

janet_learner@stu.indianhills.edu E-mail Address

Language Preferences

English Save

Next

For “Set Your Subscriptions,” check the box next to “INDIAN HILLS COMMUNITY COLLEGE.” Then, click “Next” to proceed.

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

1 2 3

Check the box next to each notification you would like to receive.

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

INDIAN HILLS COMMUNITY COLLEGE

Emergency

Back Next

Your preferences on how you would like to be reached have been set.

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

1 2 3

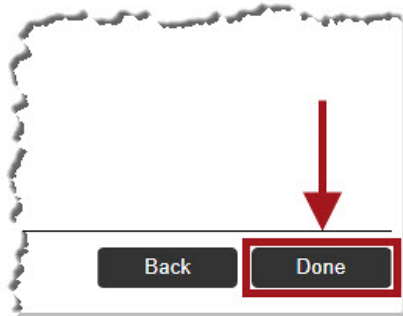
Tell us how you would like to be reached. To indicate your preferences, mouse over each notification to edit.

INDIAN HILLS COMMUNI...

Emergency

Click **“Done”** to finish.

Note: Click **“Back”** to go back and change your preferences.



Account information, as well as a **“Thank you”** message will appear on the next page. Select **“Click here”** to edit your account.

A screenshot of a web portal page for Indian Hills Community College. The page features a header with the college logo and "ALERT" text. The main content area includes a welcome message, account information for Janet Learner, and a "Click Here" link to manage contact information. A white arrow points to the "Click Here" link. The footer contains a "Bb" logo, "Privacy Policy", and "Contact Site Administrator" links.

To edit your account information, hover your cursor over the information you would like to edit, then click the pencil icon.

The screenshot shows the user interface for the Indian Hills Community College ALERT system. At the top, there is a navigation bar with a home icon and the user's name, Janet Learner. Below this is the college logo and the ALERT icon. A sidebar on the left contains links for 'Contact Info' and 'Subscriptions'. The main content area is titled 'My Contact Information' and includes instructions: 'Let us know how you would like to be reached. You may provide up to 10 phone numbers, 10 email addresses, and 5 addresses. Then, go to Subscriptions to select the notifications you would like to receive.' There are three buttons: 'Add Address', 'Add Email', and 'Add Phone'. Below these, there is a list of contact information. The first entry is a mobile phone number '641-111-1111' with a 'Voice' notification checked (green checkmark), 'Text' notification checked (green checkmark), and 'TTY' notification unchecked. A red box highlights a pencil icon and a trashcan icon next to this entry, with a red arrow pointing to the trashcan icon. Below the phone number are two email addresses: 'jlearner@gmail.com' and 'janet_learner@stu.indianhills.edu'. At the bottom, there is a 'Language Preferences' section with a dropdown menu set to 'English' and a 'Save' button.

Click the trashcan icon to delete the information.

This screenshot is identical to the one above, showing the 'My Contact Information' page. However, in this version, the red box highlights the trashcan icon next to the phone number entry, and a red arrow points directly to it, indicating the step to delete the information.

Click the “Add Email” button and/or the “Add Phone” button to add an email address and/or a phone number.

Home Janet Learner

Indian Hills COMMUNITY COLLEGE ALERT

My Contact Information
Let us know how you would like to be reached. You may provide up to 10 phone numbers, 10 email addresses, and 5 addresses. Then, go to Subscriptions to select the notifications you would like to receive.

Add Address **Add Email** **Add Phone**

641-111-1111 Mobile 1 Voice ✓

jlearner@gmail.com E-mail Address Text ✓

janet_learner@stu.indianhills.edu E-mail Address TTY

Click “Subscriptions” to view and manage your subscriptions.

Indian Hills COMMUNITY COLLEGE ALERT

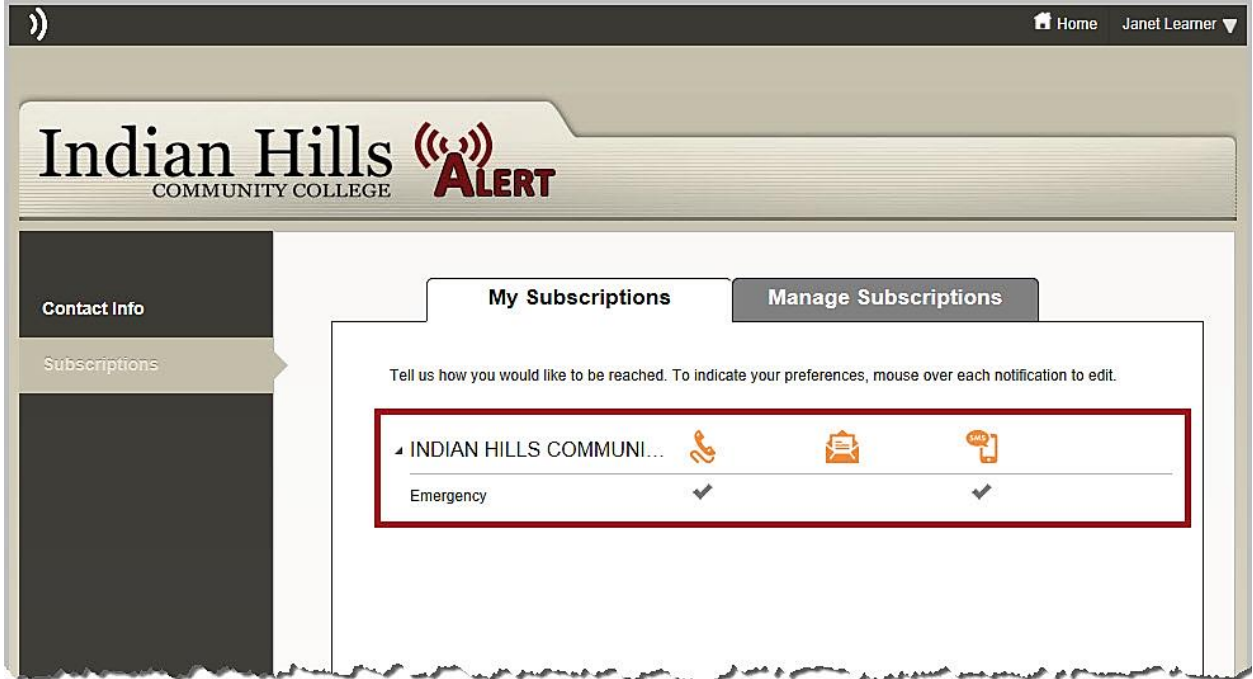
My Contact Information
Let us know how you would like to be reached. You may provide up to 10 phone numbers, 10 email addresses, and 5 addresses. Then, go to Subscriptions to select the notifications you would like to receive.

Add Address **Add Email**

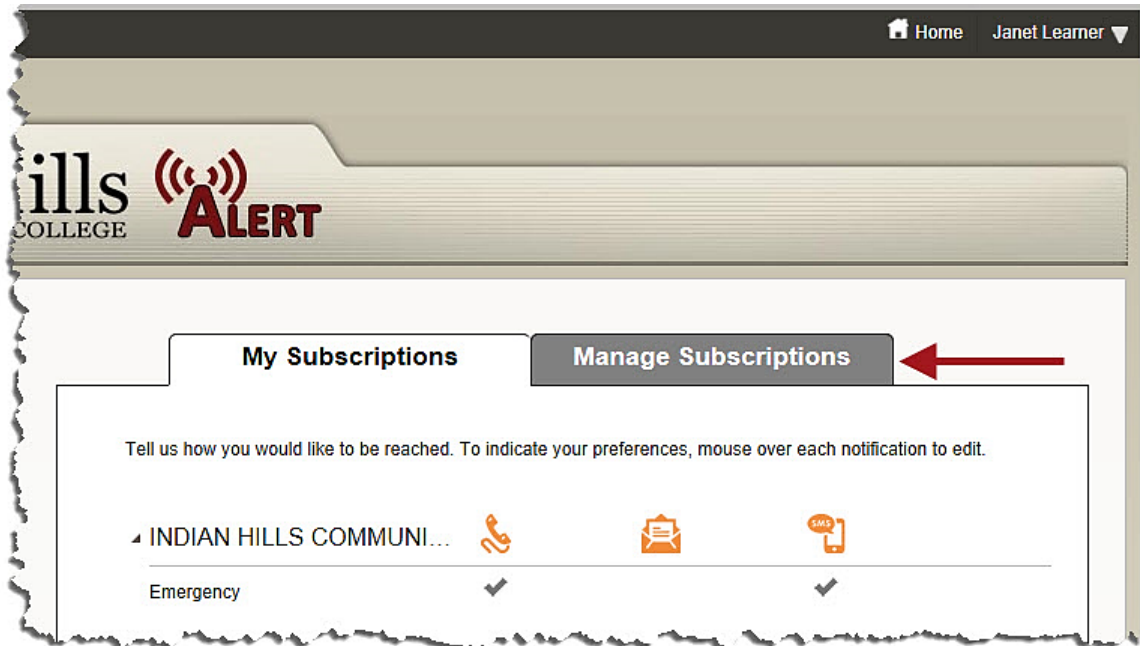
641-111-1111 Mobile 1 Voice ✓

Subscriptions

The “My Subscriptions” page will open for you to view your alert preferences.

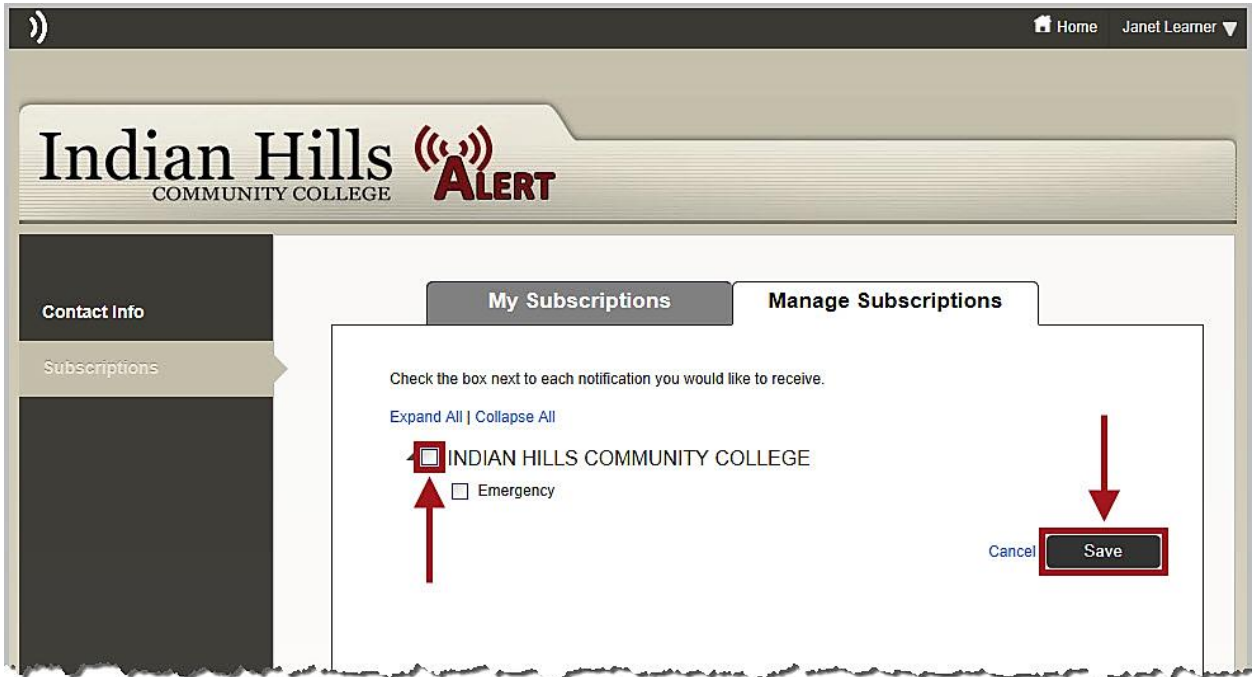


Click the “Manage Subscriptions” tab to edit your subscriptions.

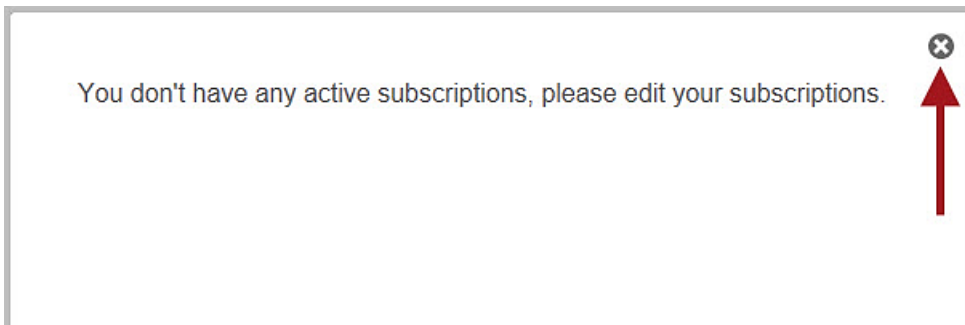


If you would like to stop receiving all alerts from Indian Hills Community College, uncheck the box next to "INDIAN HILLS COMMUNITY COLLEGE." Then, click "Save."

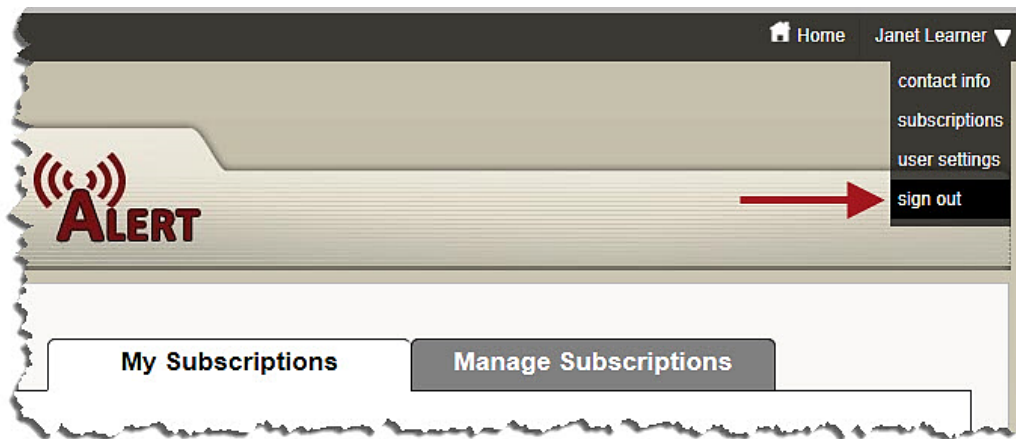
Note: Only uncheck this box if you no longer wish to receive any alerts from Indian Hills Community College.



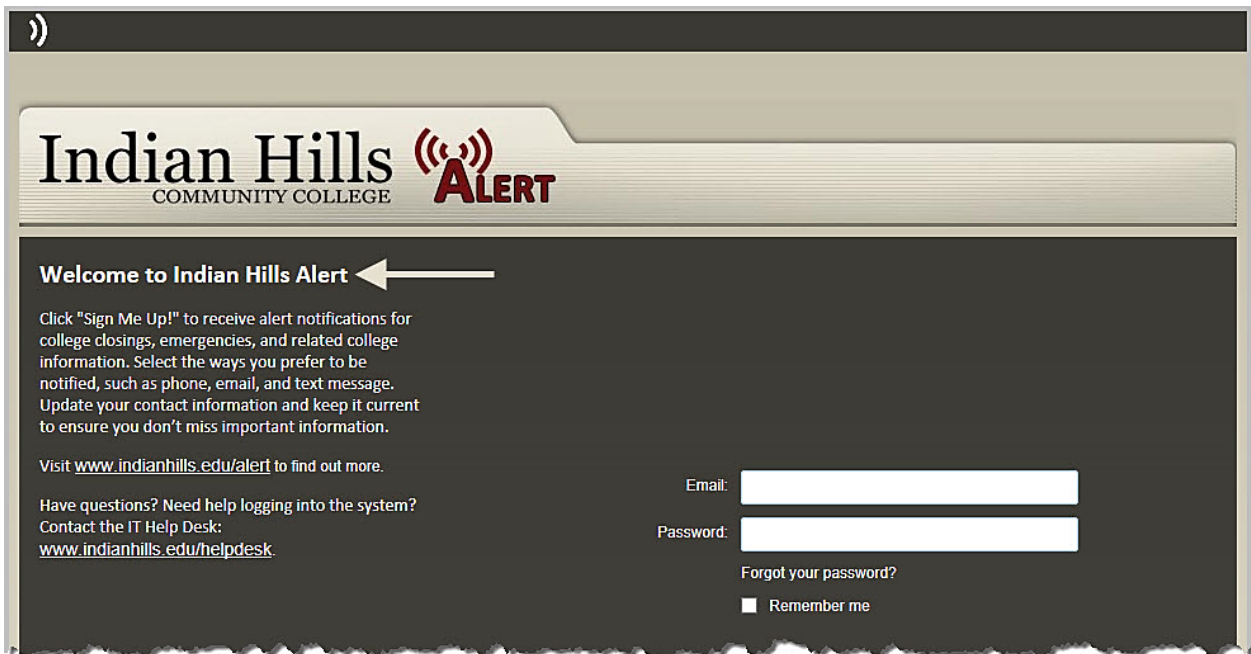
A pop-up window with the message "You don't have any active subscriptions..." will appear. Click the "X" to close the window.



Once you are ready to log out, hover over your name in the upper-right corner. In the drop-down menu that opens, click “sign out.”



You will be taken back to the “Welcome to Indian Hills Alert” page.



Congratulations! You now know how to sign up for Indian Hills Alert.

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For further assistance on this topic or other technical issues, please contact the **IT Help Desk**
Phone: (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk