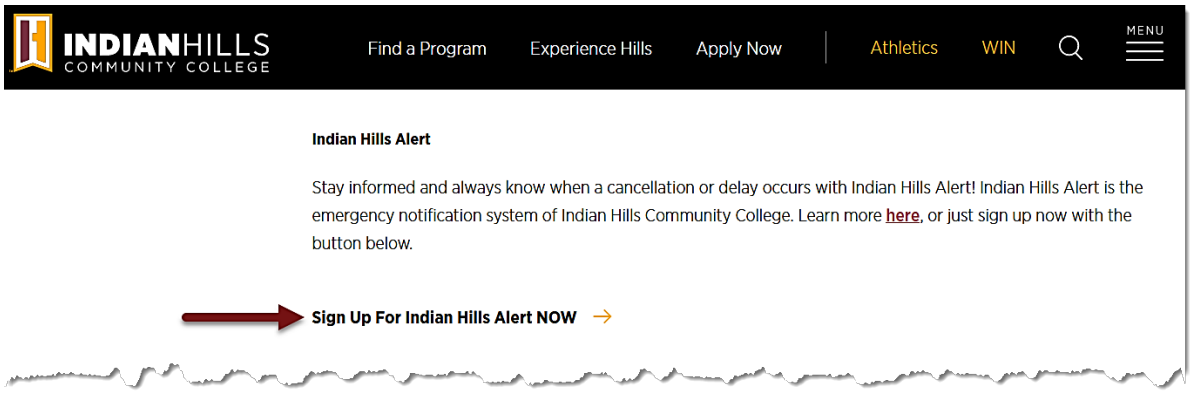
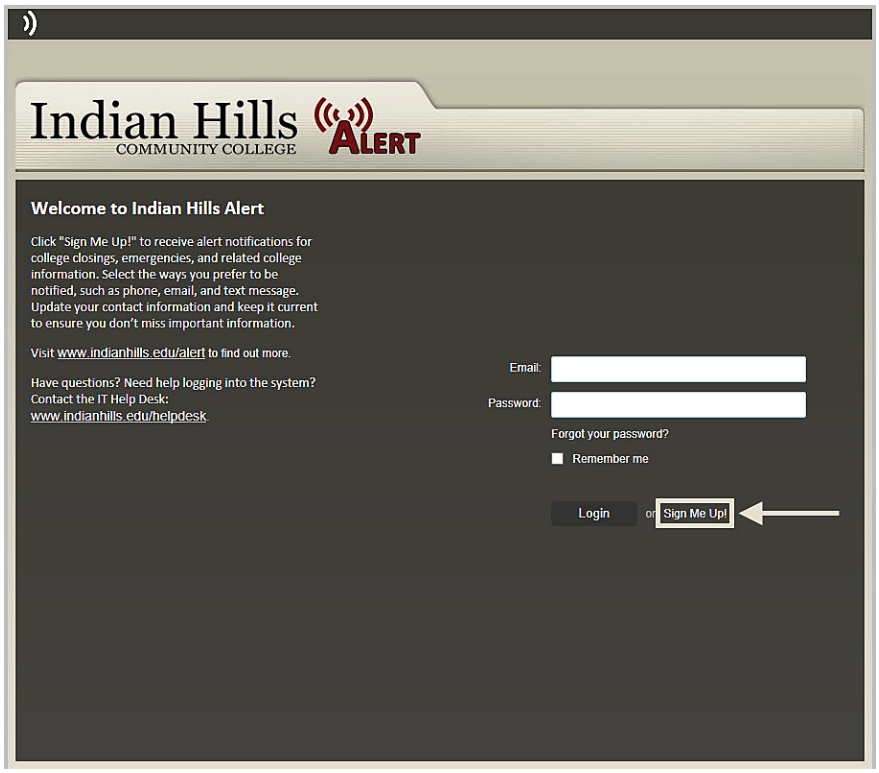
Computer Tutorial:
Indian Hills Alert

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**."

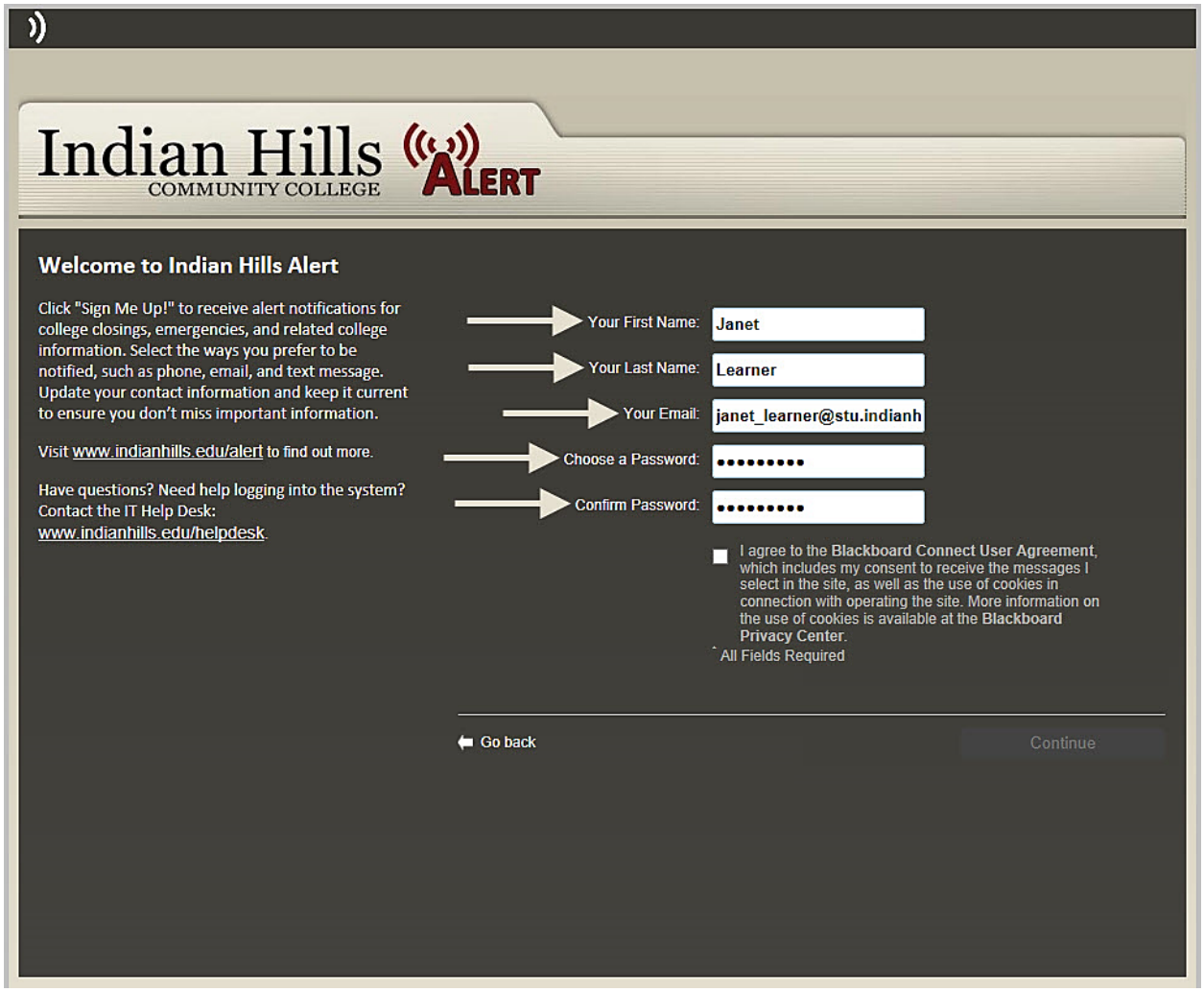


Once on the "Welcome to Indian Hills Alert" page, click "**Sign Me Up!**"



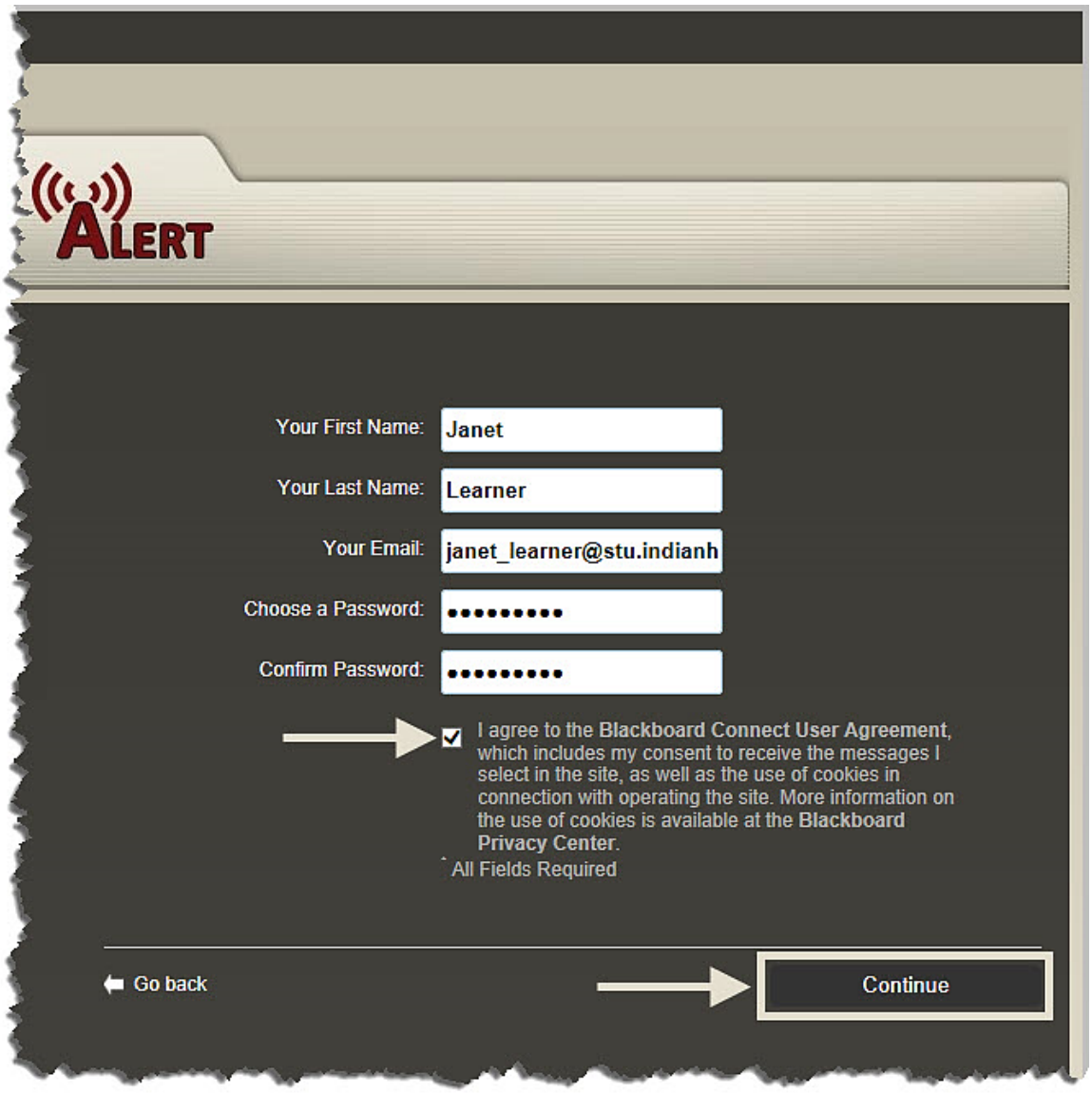
Enter your first name, last name, email address, and password in the fields provided.

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.

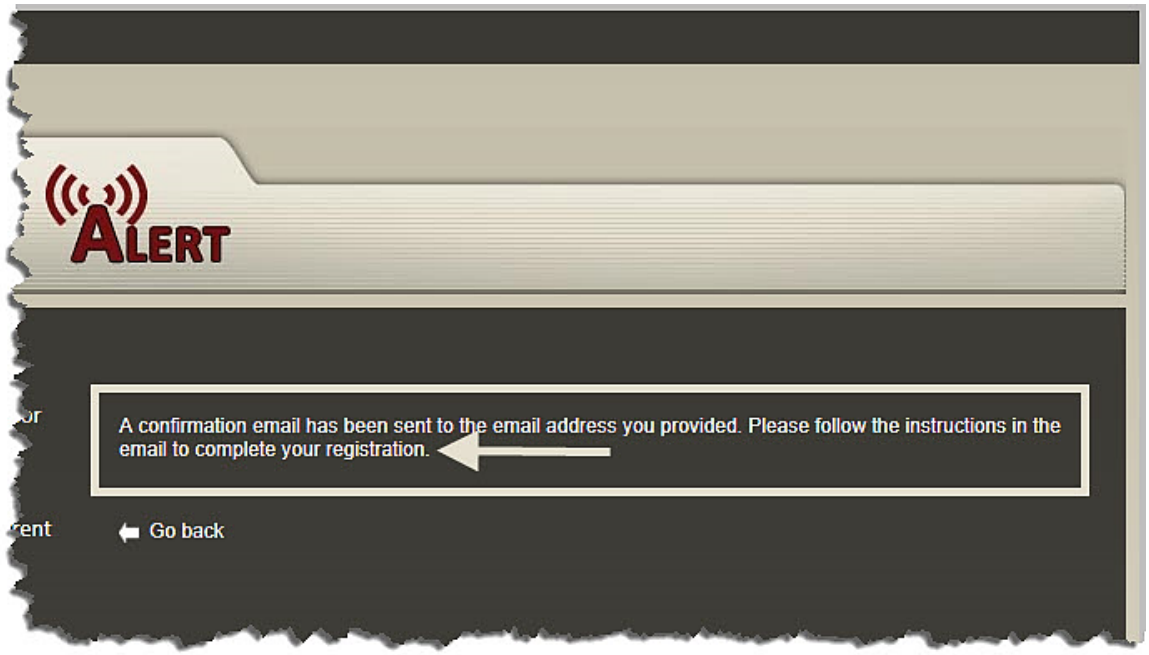


Check the box next to "**I agree to the Blackboard Connect User Agreement…**"
Then, click "**Continue**."

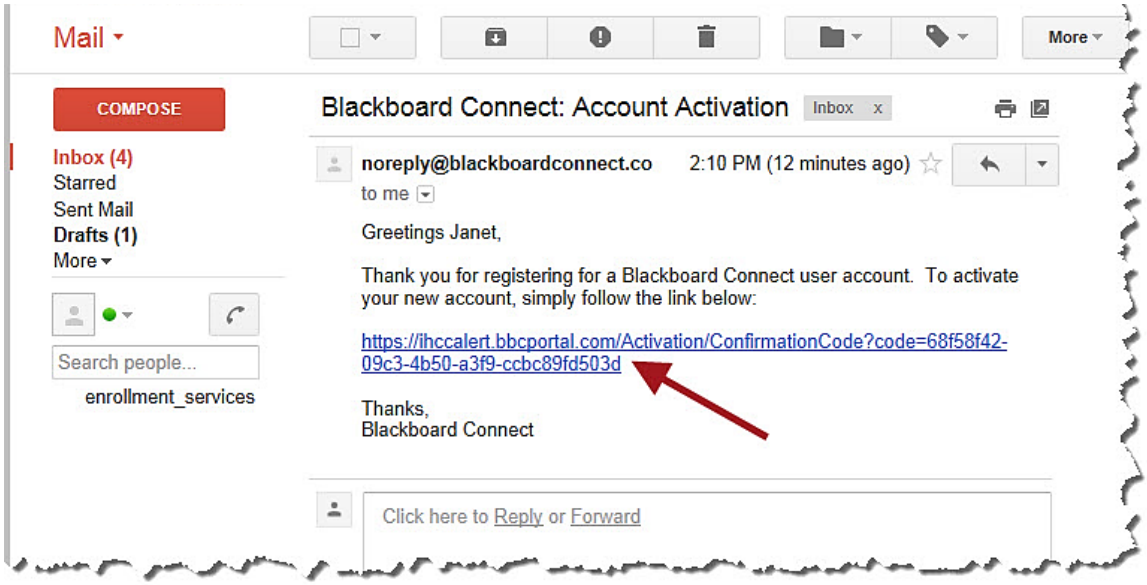
Note: You must check the box next to "I agree to the Blackboard Connect User Agreement…" in order for the "Continue" button to become available.



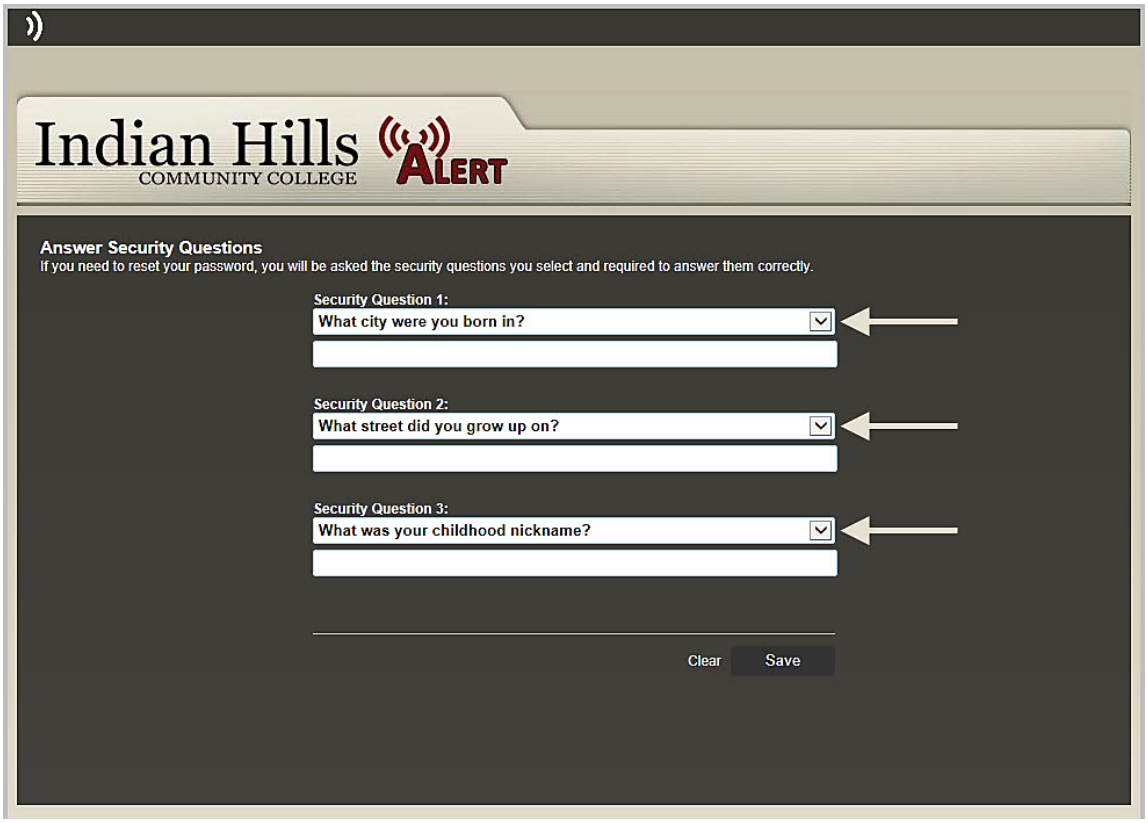
The following message will appear: "**A confirmation email has been sent to the email address you provided. Please follow the instructions in the email to complete your registration.**"



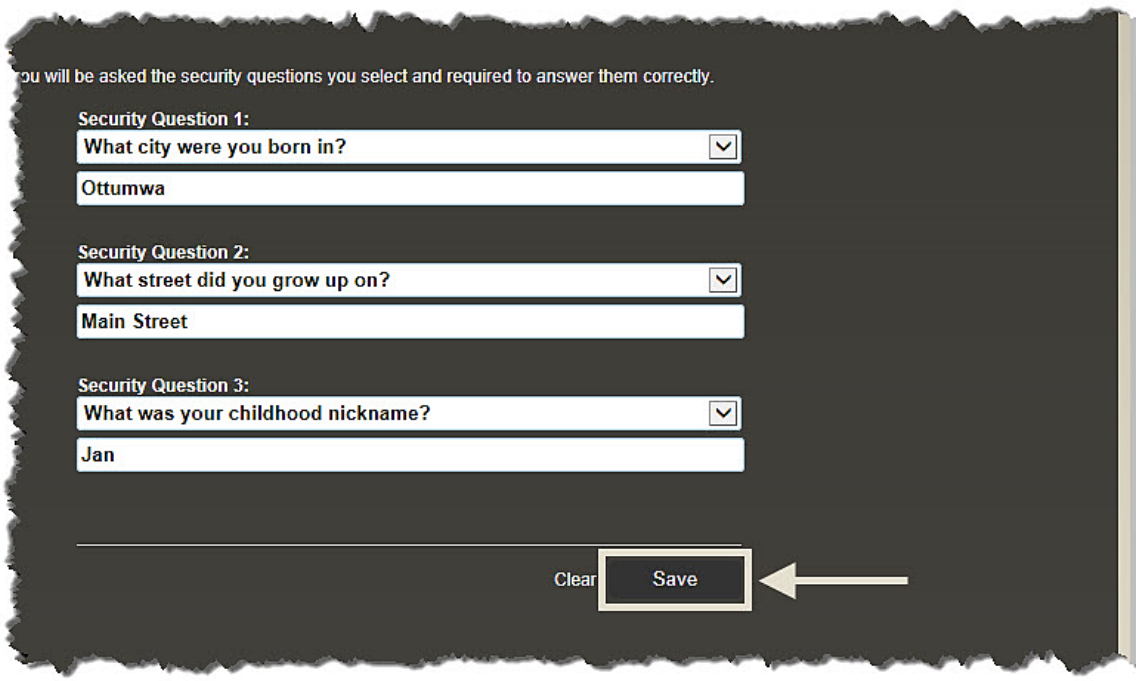
A confirmation email will be sent to the email address you provided. Log in to your email account and open the "Blackboard Connect: Account Activation" email (it will be from "noreply@blackboardconnect.com.") Click the link to activate your account.



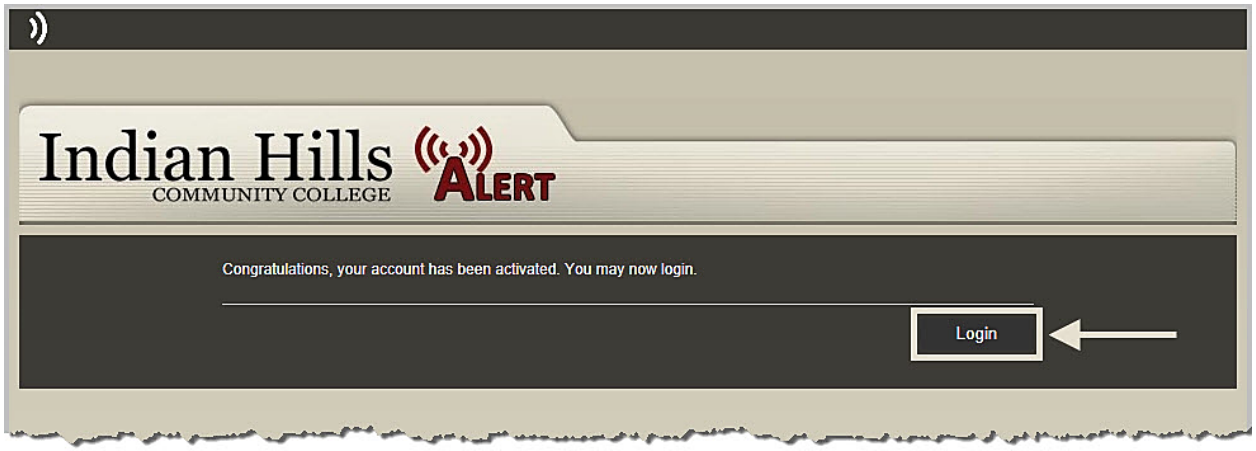
Once you open the link from your email, the “Answer Security Questions” page will open. Select the security questions you would like to answer from each drop-down menu.



Type your answers in the boxes provided. Then, click “**Save**.”



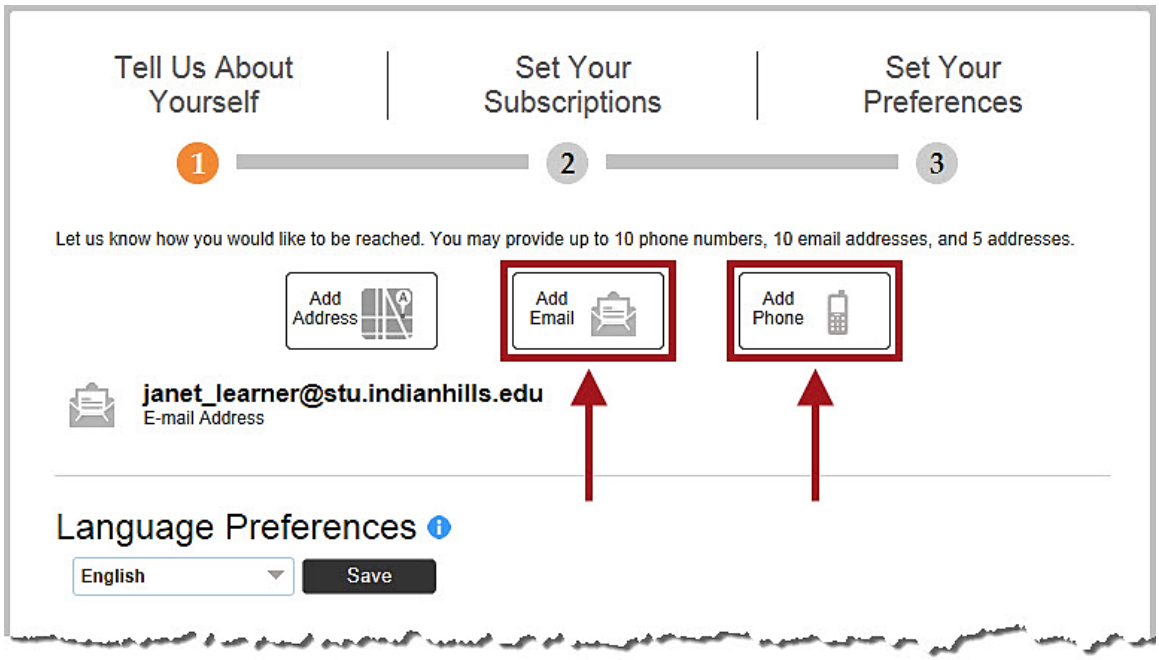
The message “Congratulations, your account has been activated. You may now login.” will appear. Click “**Login**” to log in to your account.



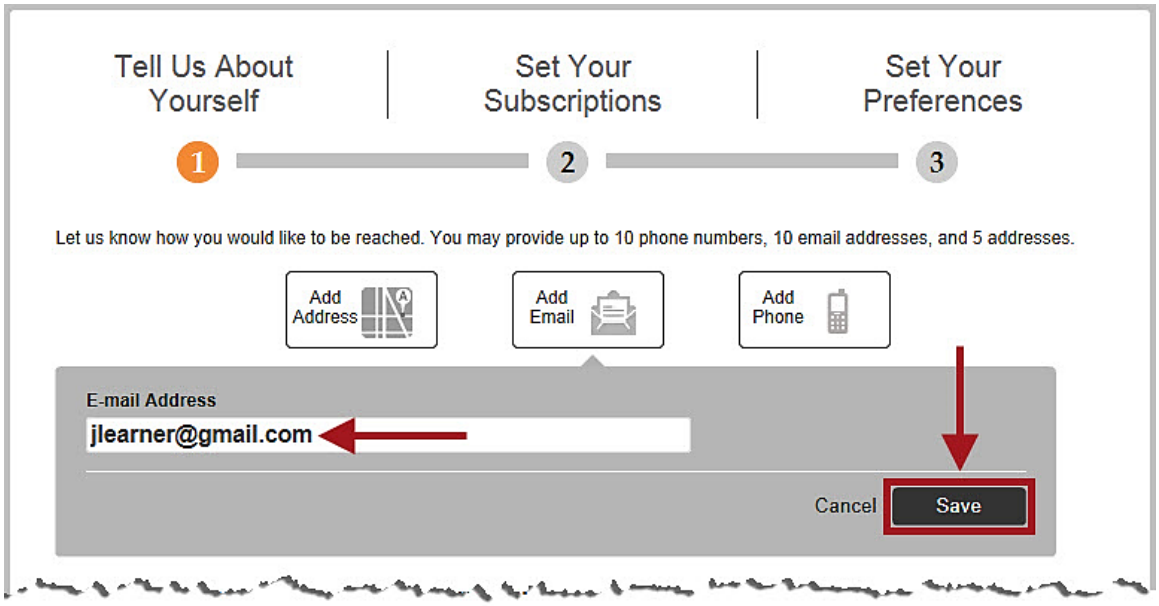
You will be taken back to the “Welcome to Indian Hills Alert” page. Type your “Email” and “Password” in the spaces provided. Then, click “**Login**.”

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.

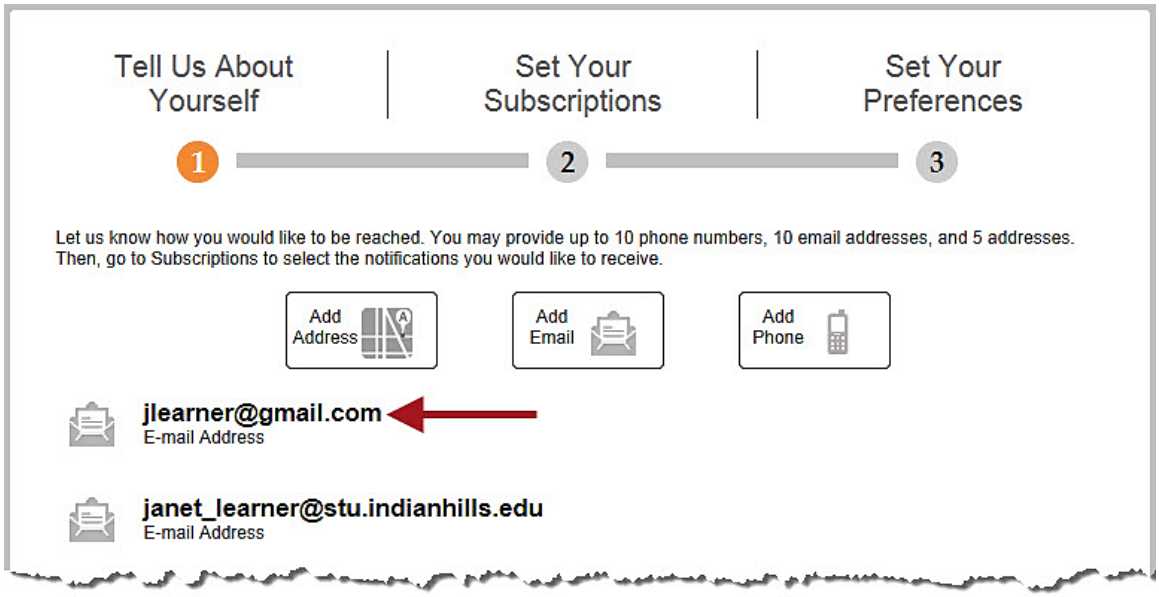
Note: You do not need to add an address, as your address will not be used to notify you for alerts. Also, the email address you used when you created your account will be added automatically and will be used to notify you for alerts.



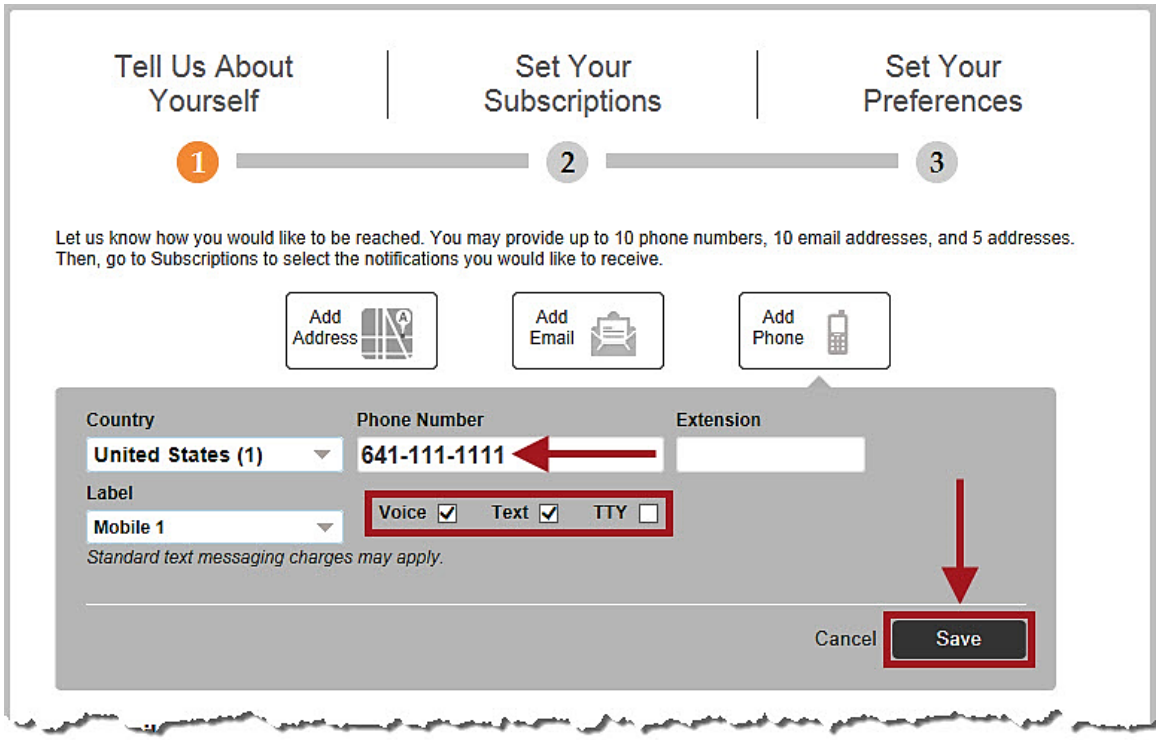
If you choose to add an email address, type the email address you would like to add in the “**E-mail Address**” box. Then, click “**Save**.”



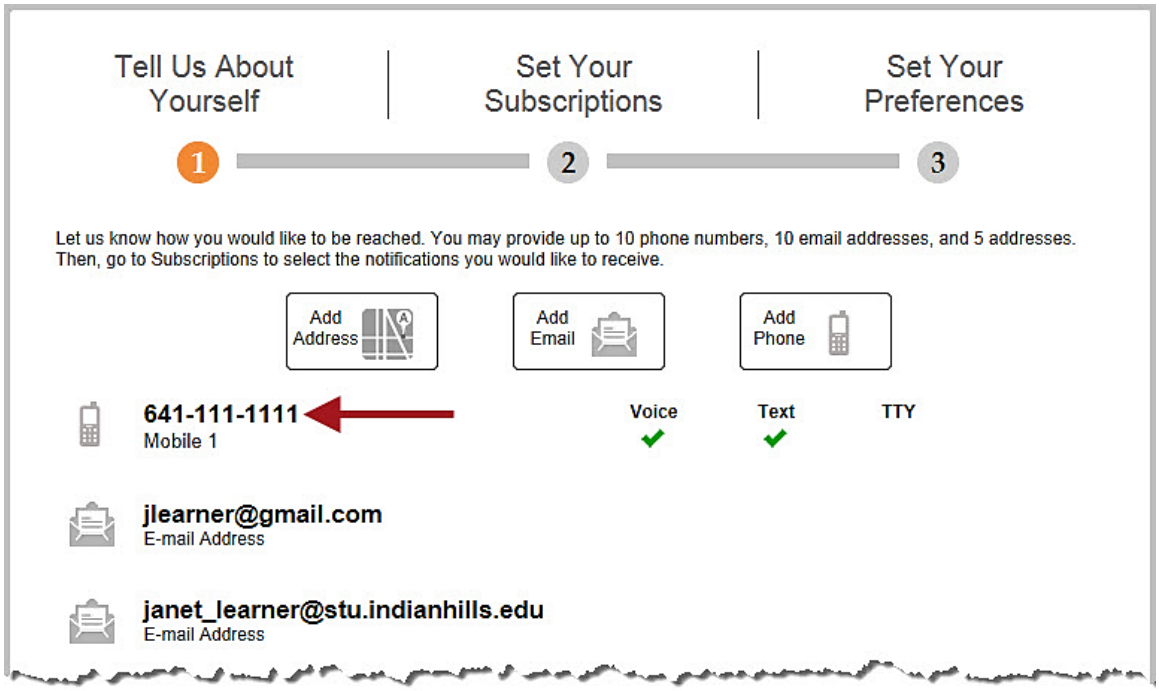
The email address you added will appear on the page.



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**."

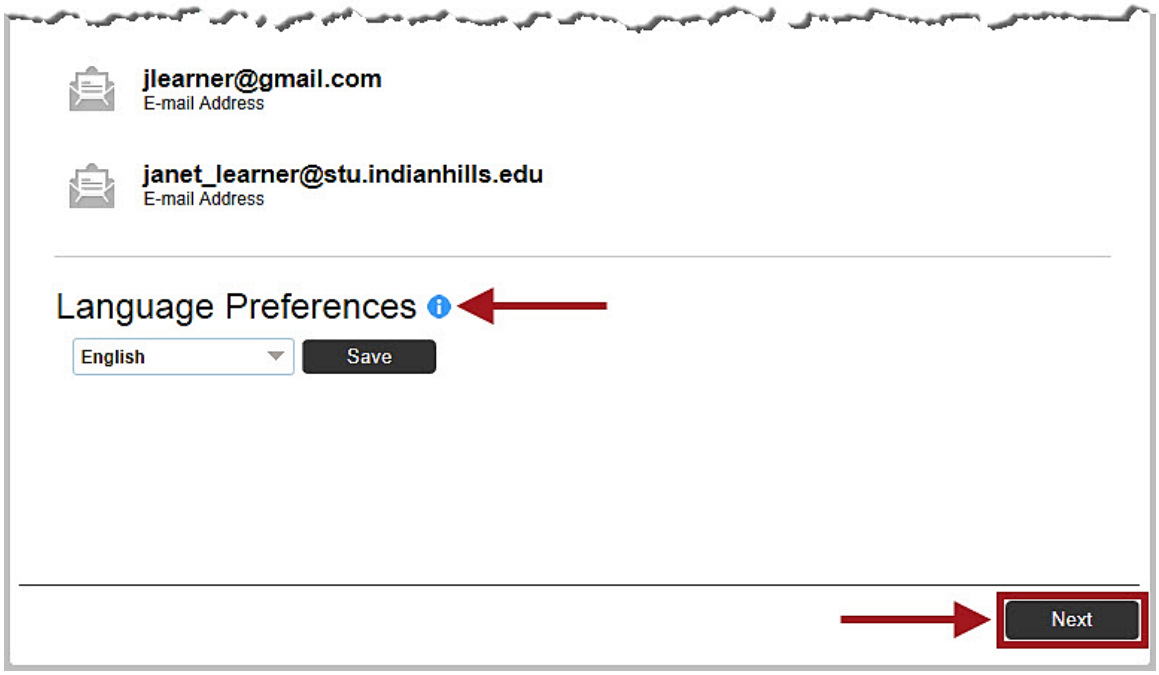


The phone number you added will appear on the page.

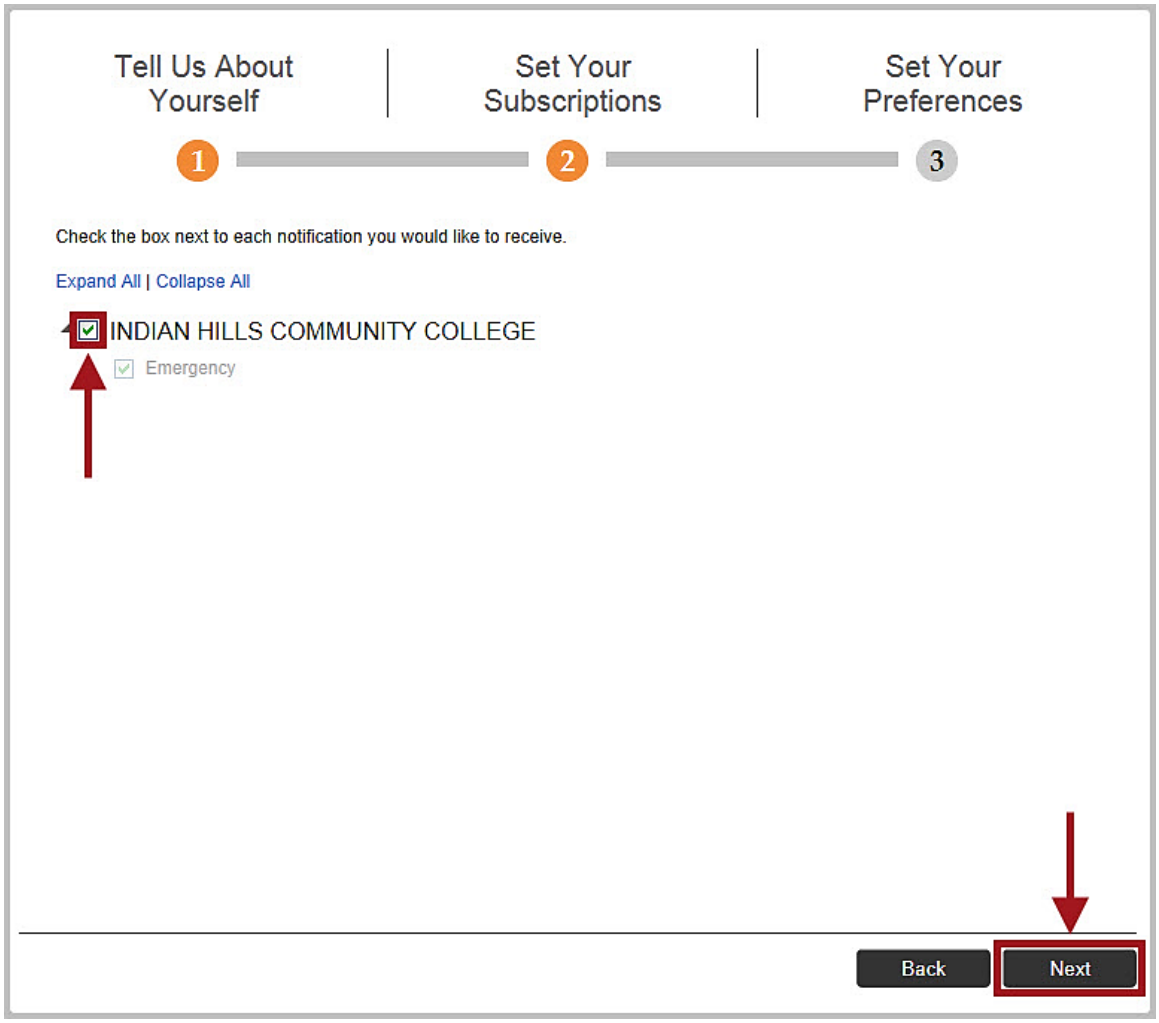


Choose your "Language Preferences." Then, click "**Next**" to proceed.

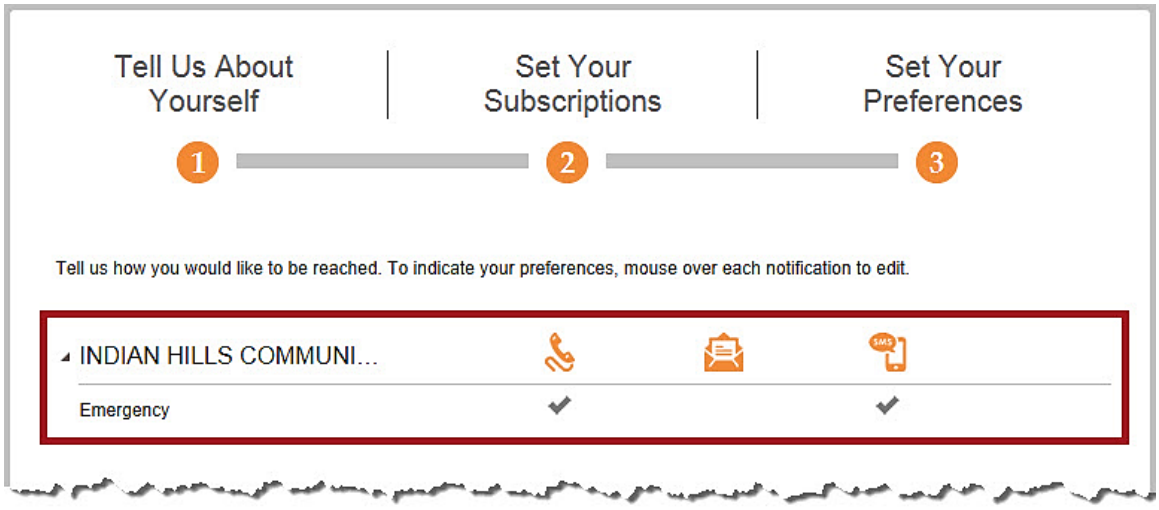
Note: By default, "English" will be selected for "Language Preferences."



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

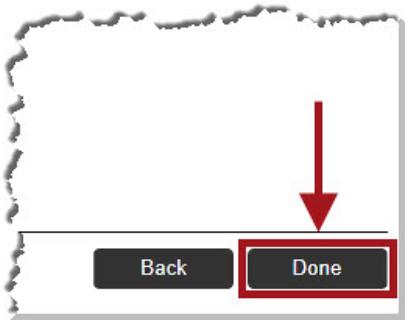


Your preferences on how you would like to be reached have been set.

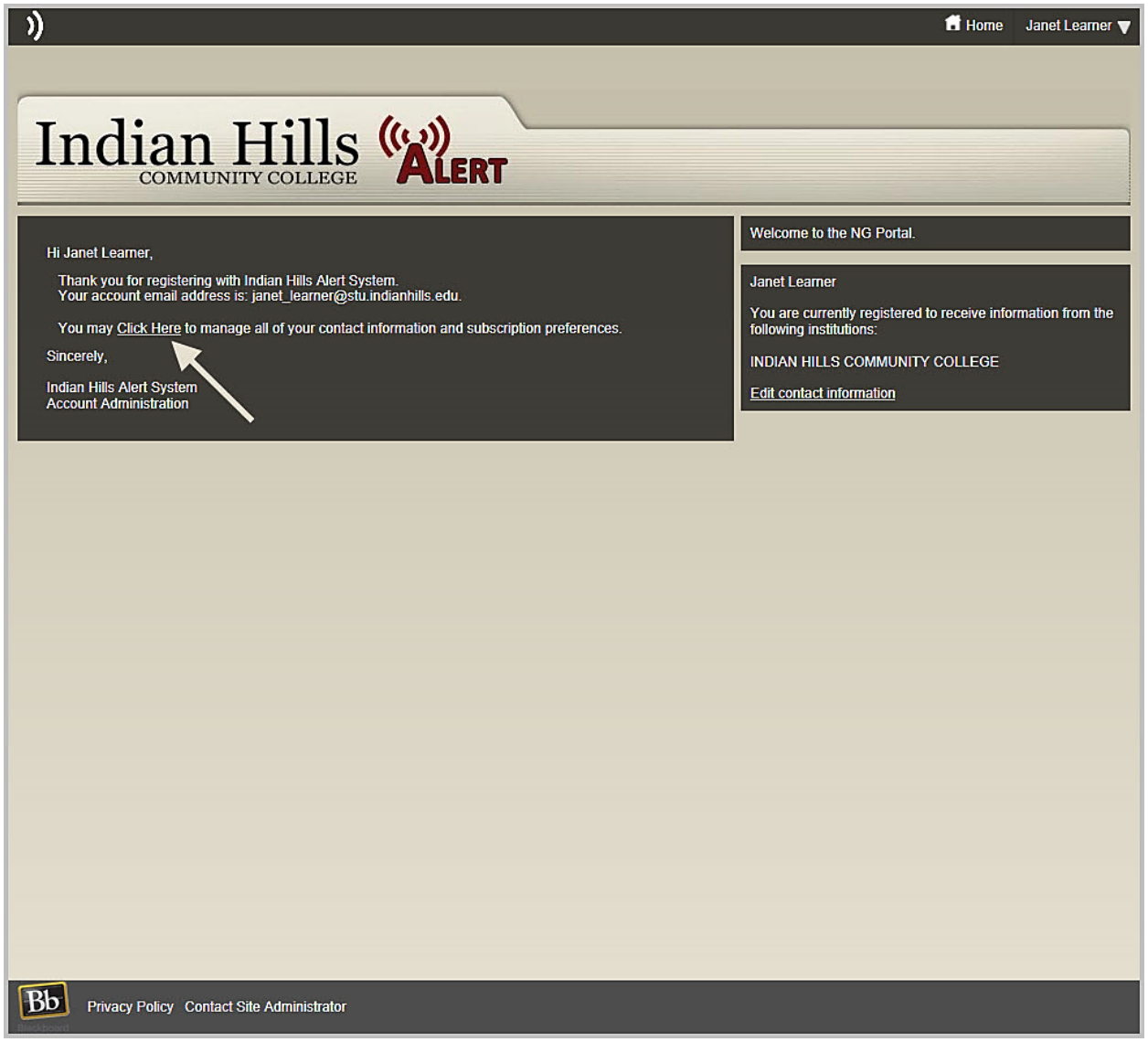


Click “**Done**” to finish.

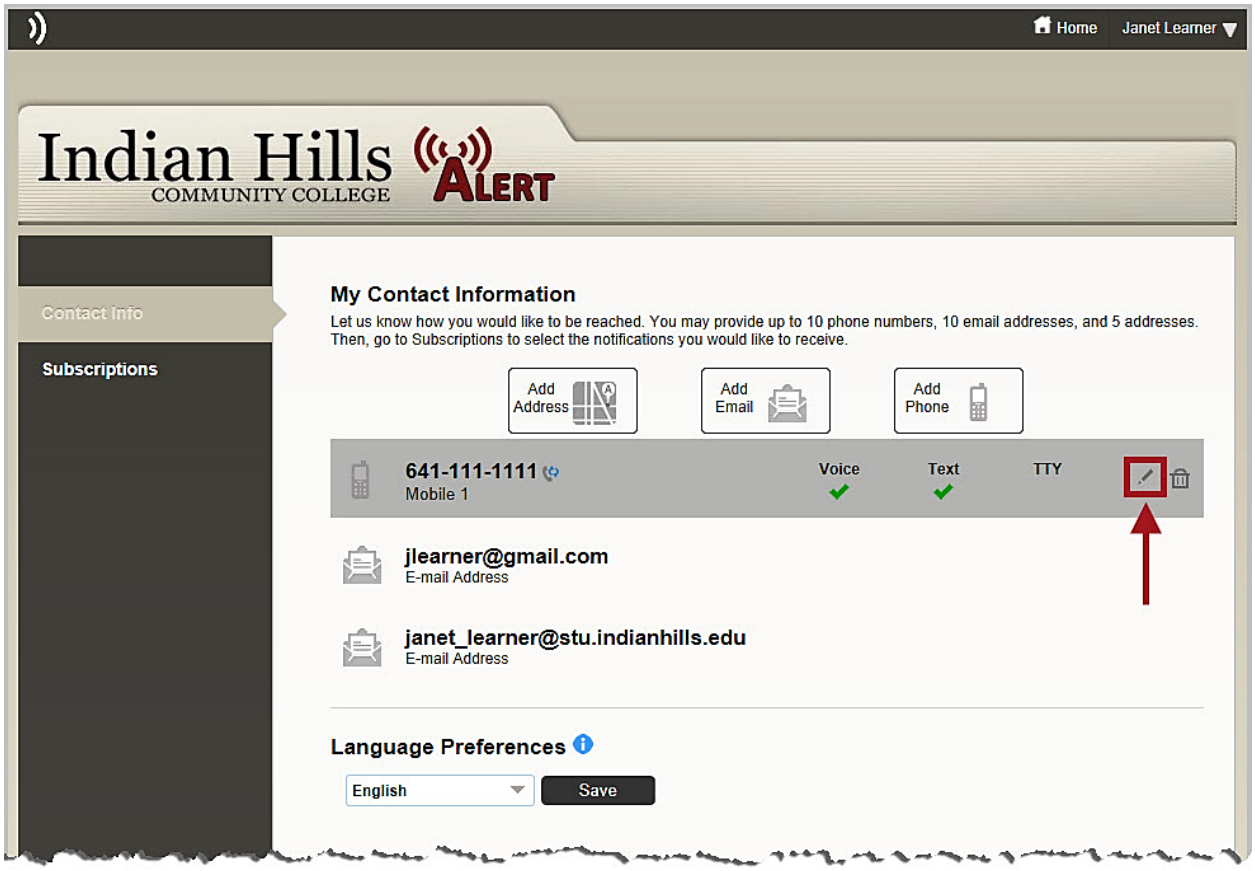
Note: Click “Back” to go back and change your preferences.



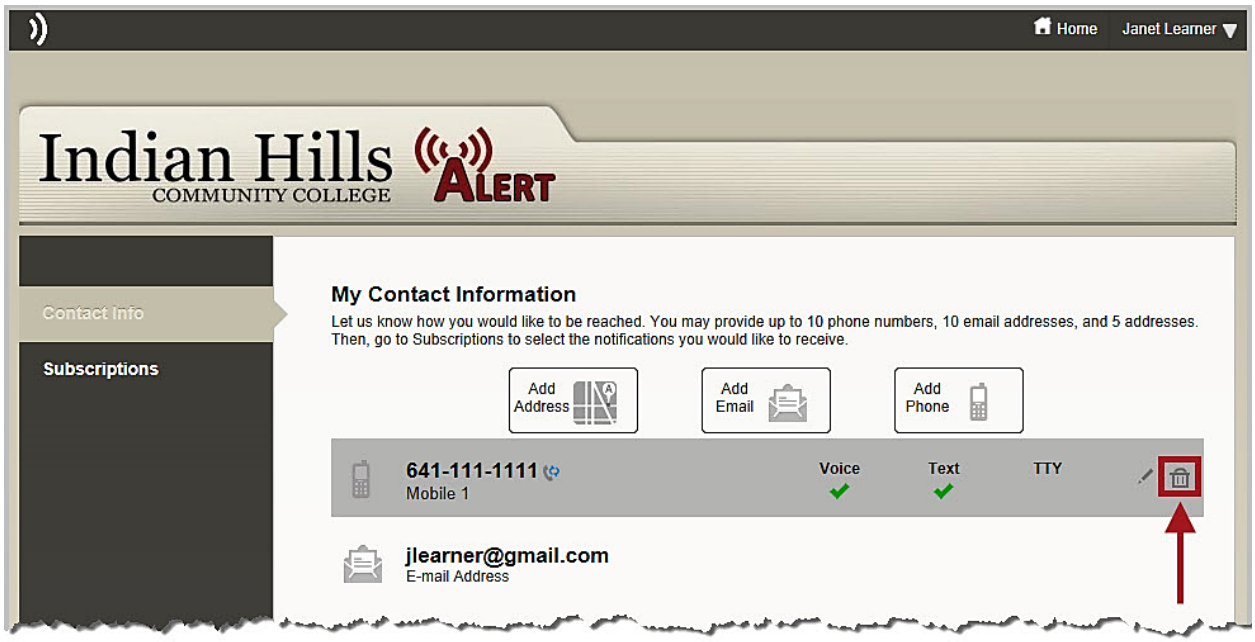
Account information, as well as a “Thank you” message will appear on the next page.
Select “**Click here**” to edit your account.



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

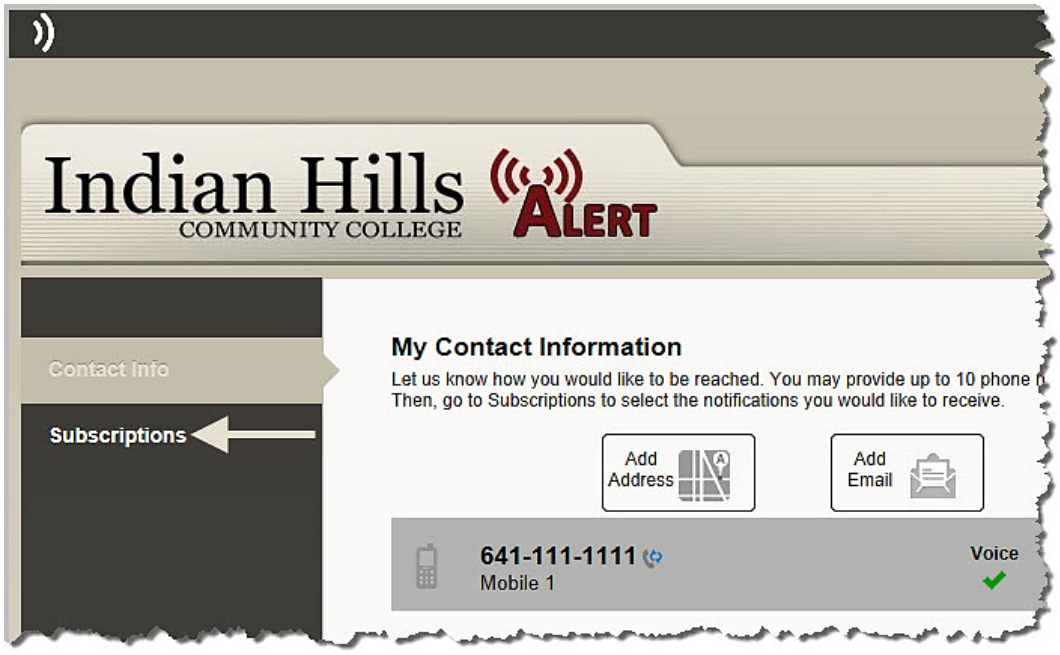


Click the trashcan icon to delete the information.

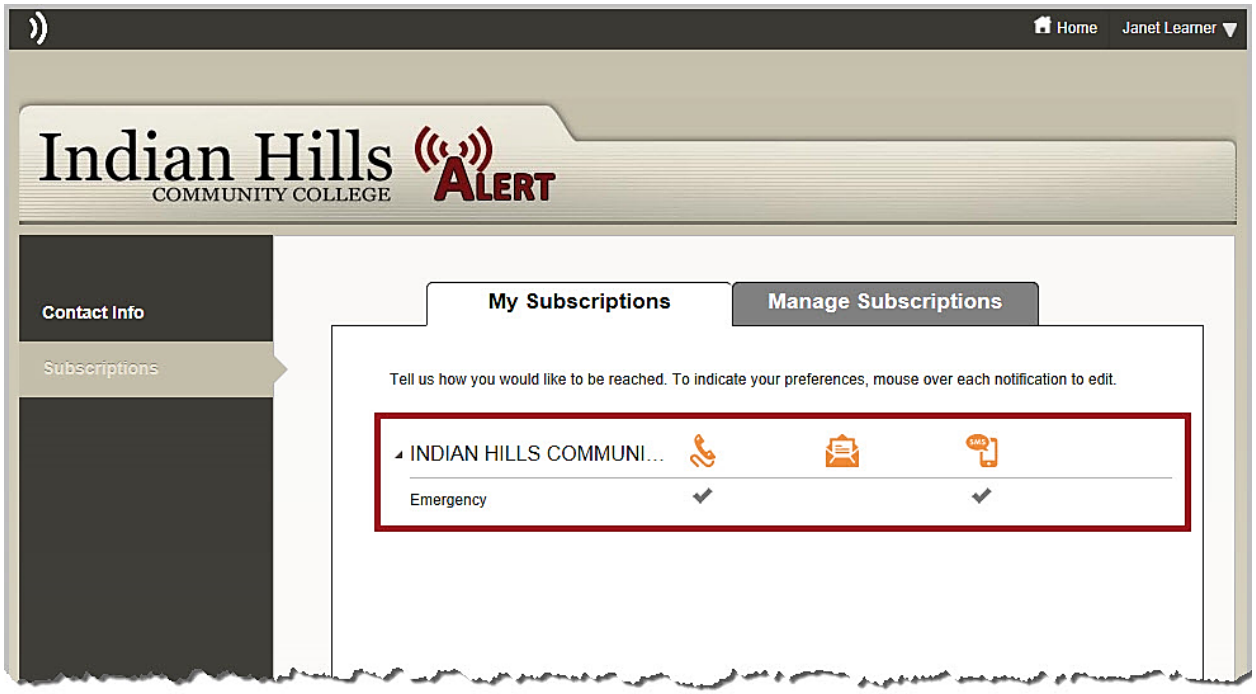


Click the “Add Email” button and/or the “Add Phone” button to add an email address and/or a phone number.

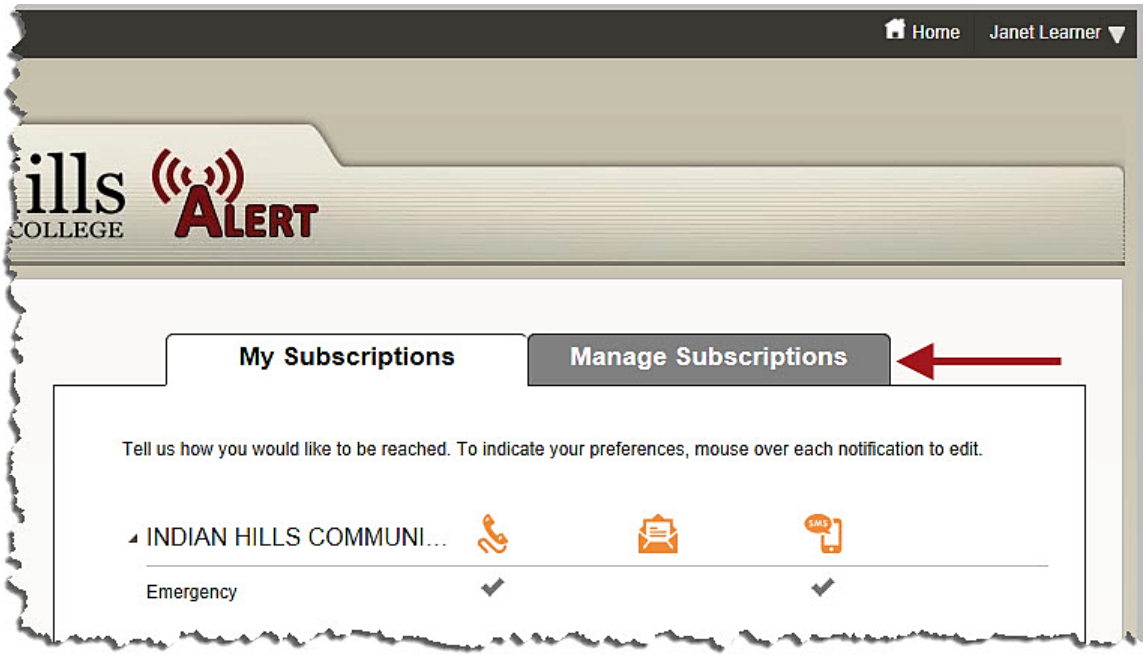
Click “**Subscriptions**” to view and manage your subscriptions.



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

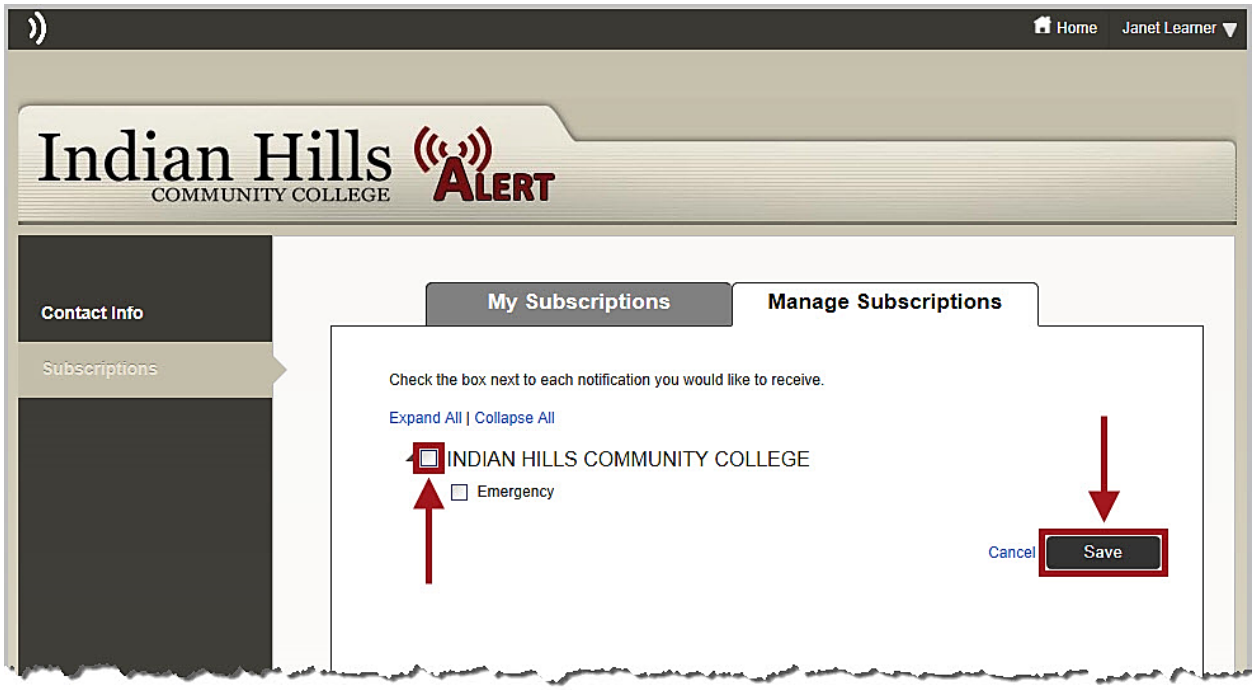


Click the “**Manage Subscriptions**” tab to edit your subscriptions.



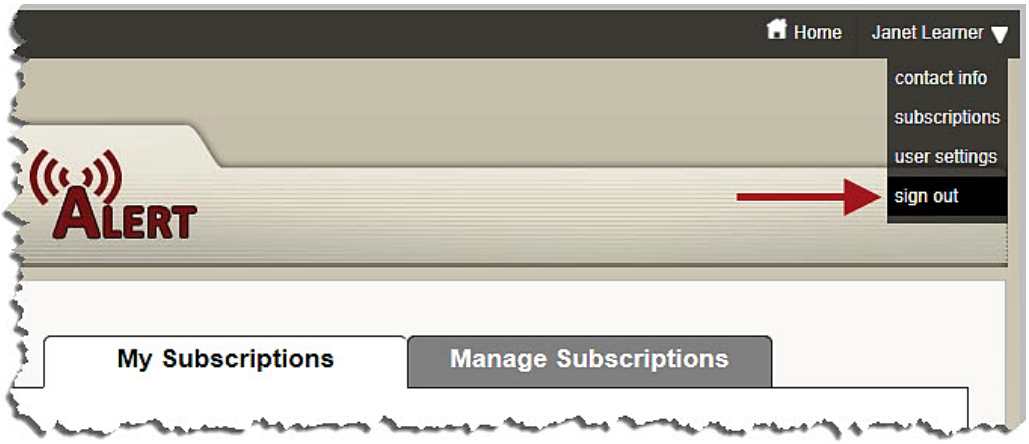
If you would like to stop receiving all alerts from Indian Hills Community College, uncheck the box next to "INDIAN HILLS COMMUNITY COLLEGE." Then, click "**Save**."

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

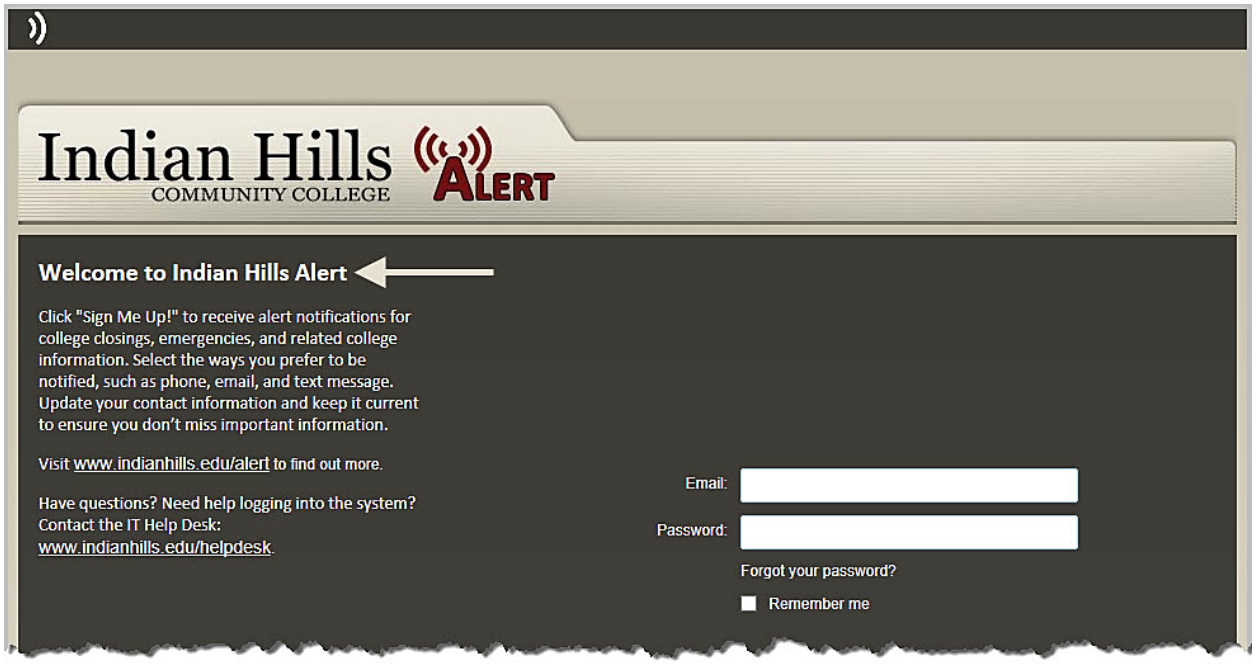


A pop-up window with the message "You don't have any active subscriptions…" will appear. Click the "**X**" to close the window.

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*