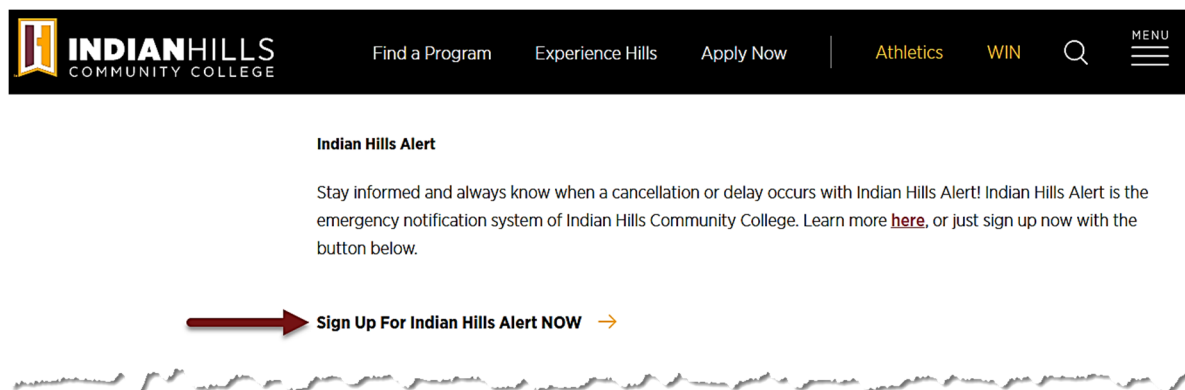


Computer Tutorial:

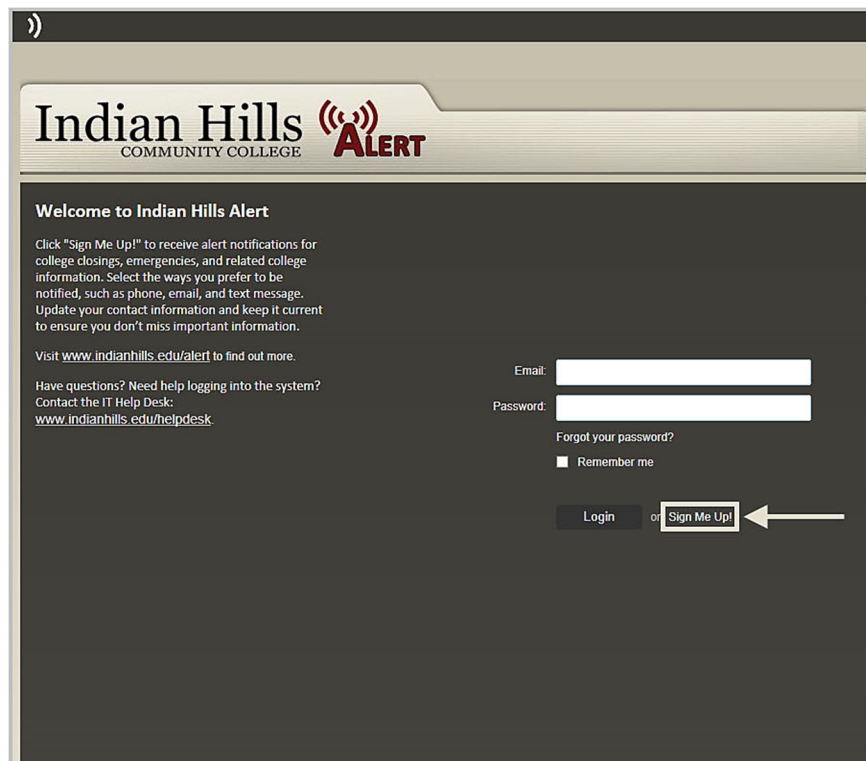
Indian Hills Alert

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.

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.

→ Your First Name: Janet

→ Your Last Name: Learner

→ Your Email: janet_learner@stu.indianh

→ Choose a Password:

→ Confirm Password:

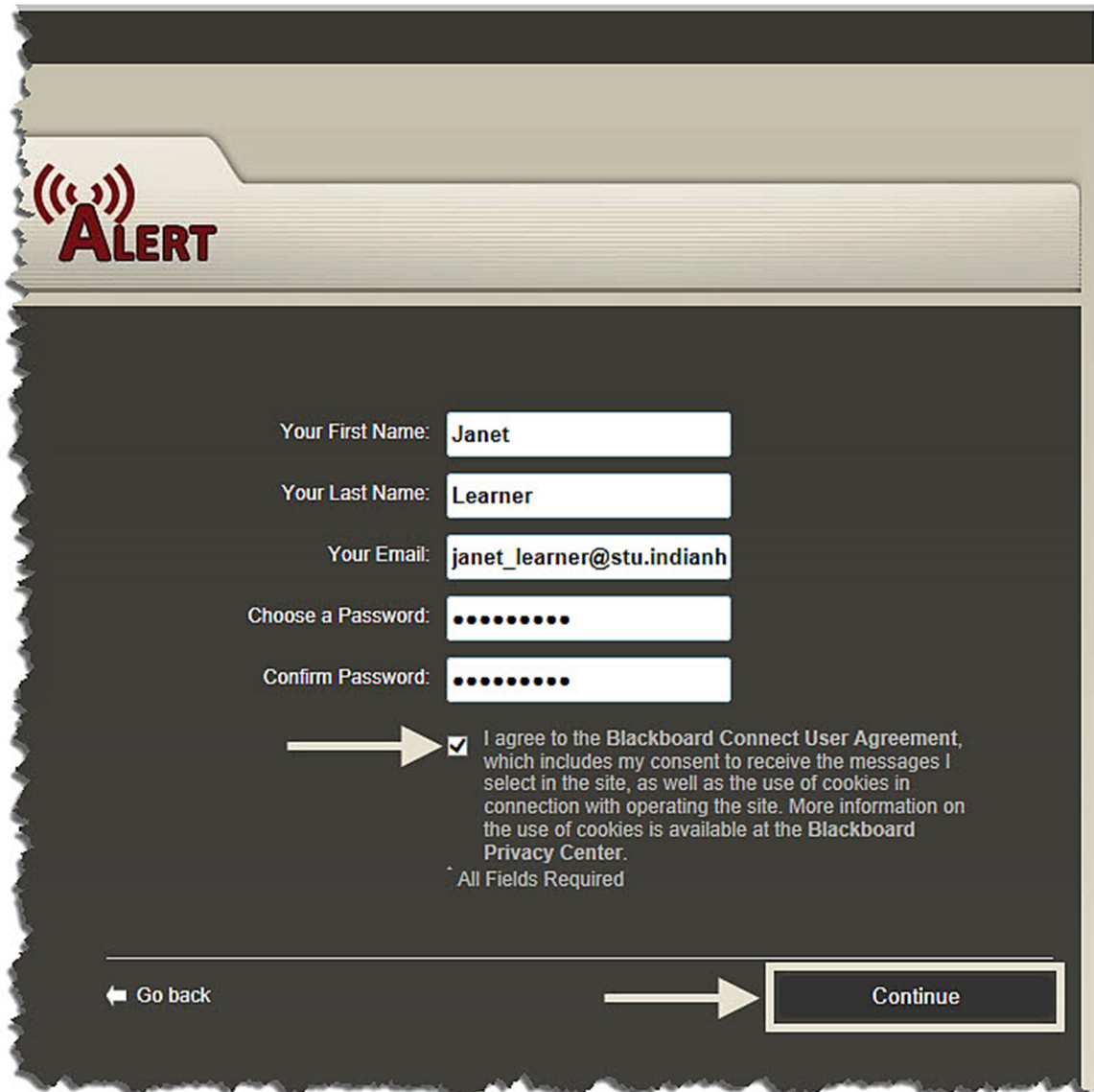
☐ I agree to the Blackboard Connect User Agreement, which includes my consent to receive the messages I select in the site, as well as the use of cookies in connection with operating the site. More information on the use of cookies is available at the Blackboard Privacy Center.

All Fields Required

◀ Go back Continue

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 image shows a Blackboard Connect User Agreement form. At the top left, there is a red wireless signal icon with the word "ALERT" in bold red letters. Below this, the form contains several input fields: "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 ten dots, and "Confirm Password:" with a masked password of ten dots. Below these fields is a checkbox with a white arrow pointing to it from the left. The checkbox is checked, and the text next to it reads: "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 this text is a small asterisk and the text "All Fields Required". At the bottom of the form, there is a "Go back" button with a left-pointing arrow and a "Continue" button with a right-pointing arrow. The "Continue" button is highlighted with a white border.

ALERT

Your First Name: Janet

Your Last Name: Learner

Your Email: janet_learner@stu.indianh

Choose a Password:

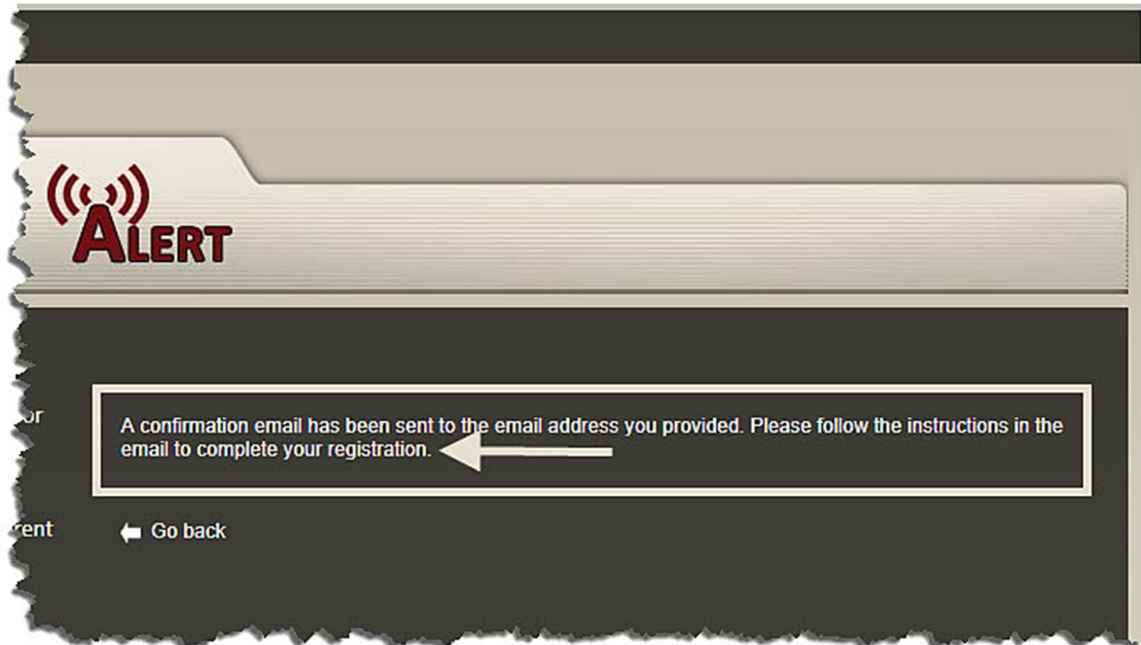
Confirm Password:

☒ 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.

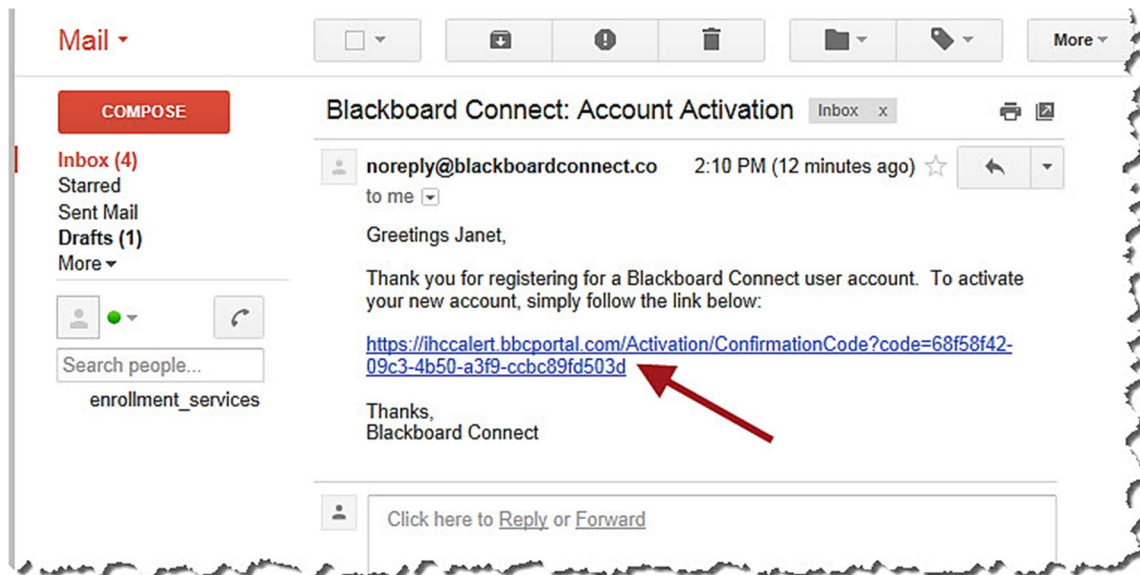
* All Fields Required

[Go back](#) [Continue](#)

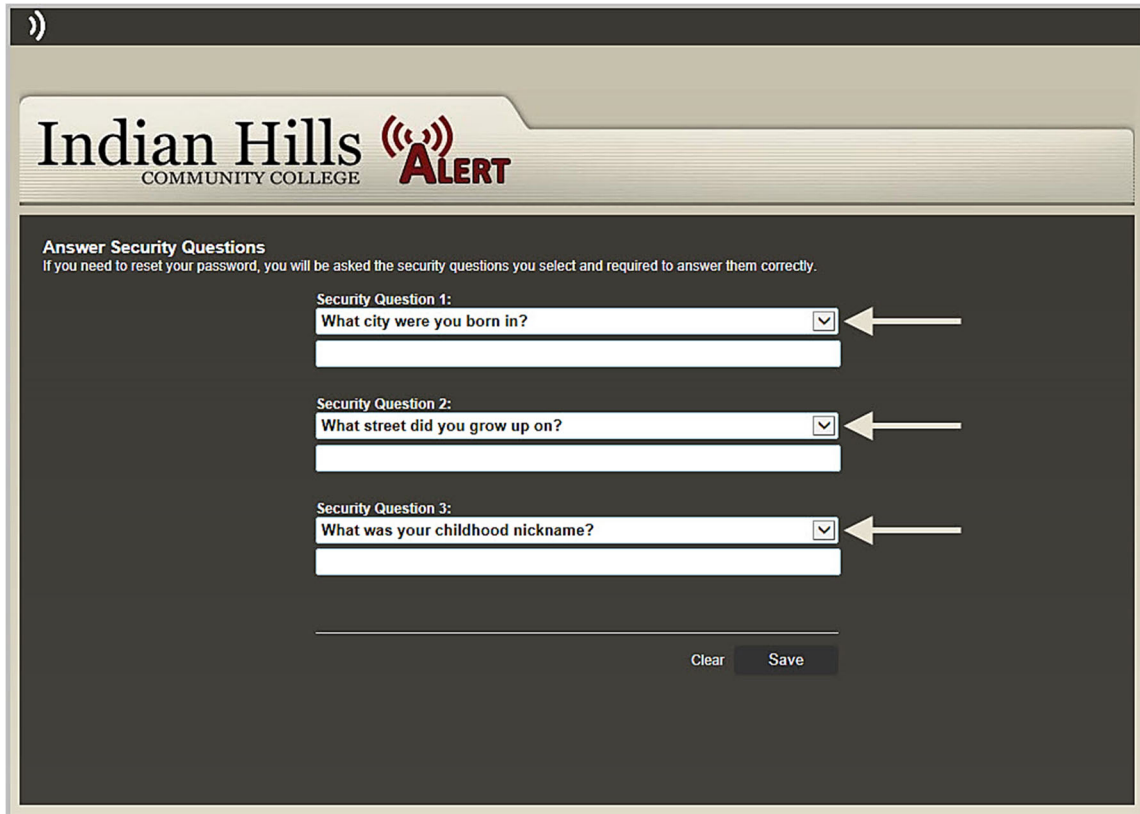
The following message will appear: **"A confirmation email has been sent to the email address you provided. Please follow the instructions in the email to complete your registration."**



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.



The screenshot shows the 'Answer Security Questions' page for the Indian Hills Community College ALERT system. The page has a dark background with a header bar containing the college's name and logo. Below the header, the title 'Answer Security Questions' is followed by a brief instruction: 'If you need to reset your password, you will be asked the security questions you select and required to answer them correctly.' There are three security questions, each with a dropdown menu and a text input field. The questions are: 'What city were you born in?', 'What street did you grow up on?', and 'What was your childhood nickname?'. Each dropdown menu has a small arrow pointing to it. At the bottom of the form, there are 'Clear' and 'Save' buttons.

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

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



This screenshot shows the same 'Answer Security Questions' page as the previous one, but with answers filled in. The first question 'What city were you born in?' has 'Ottumwa' entered. The second question 'What street did you grow up on?' has 'Main Street' entered. The third question 'What was your childhood nickname?' has 'Jan' entered. The 'Save' button is highlighted with a red box and an arrow pointing to it.

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

Security Question 1:
What city were you born in?

Ottumwa

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

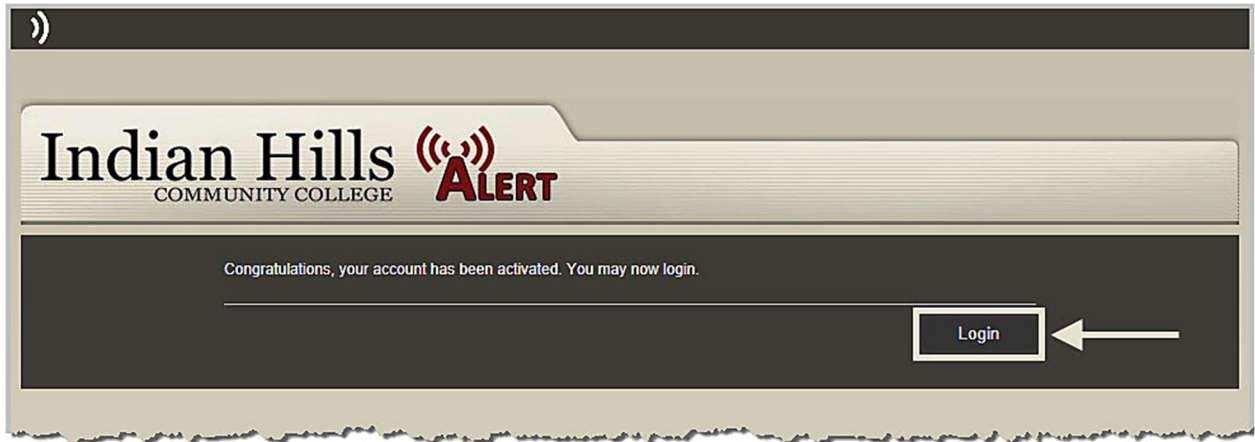
Main Street

Security Question 3:
What was your childhood nickname?

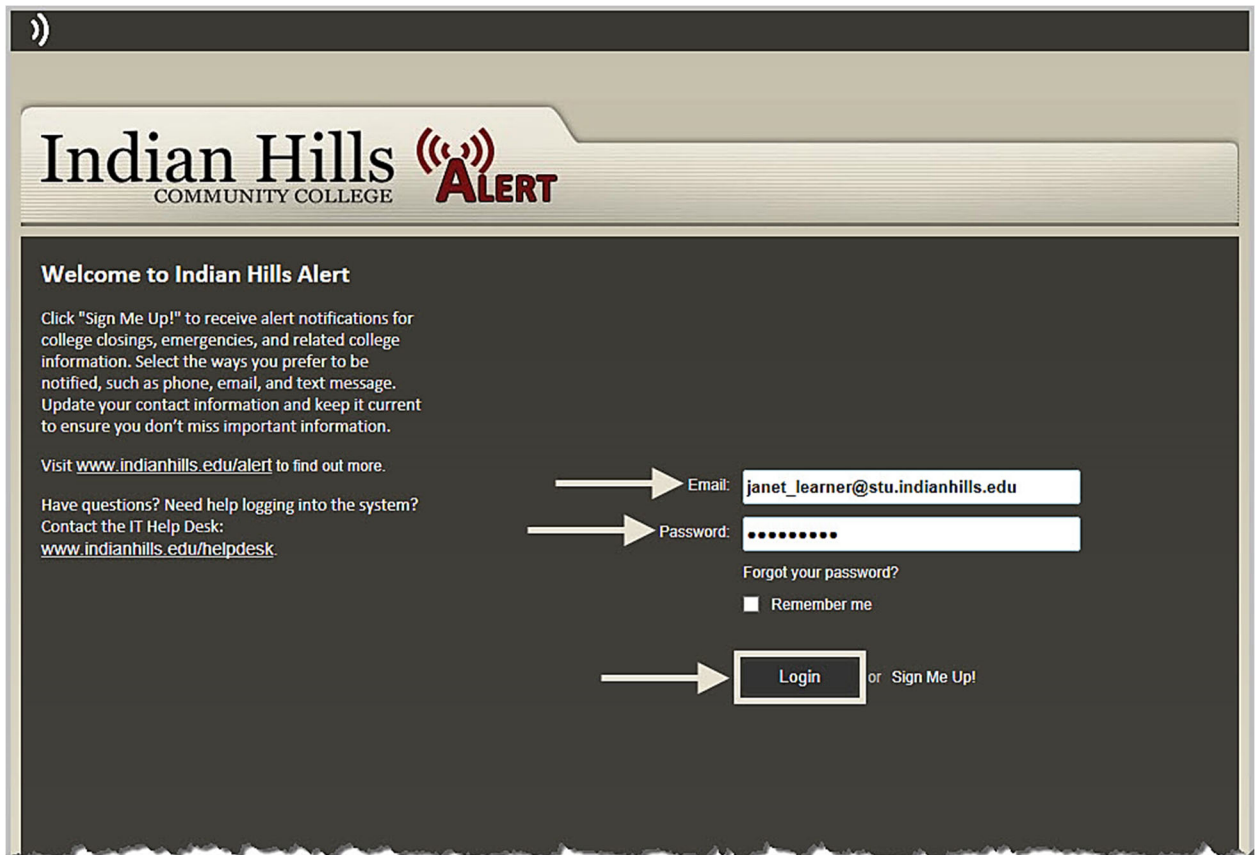
Jan

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.

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.

Add Address Add Email Add Phone

janet_learner@stu.indianhills.edu
E-mail Address

Language Preferences ⓘ

English Save

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.”

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.

Add Address Add Email Add Phone

E-mail Address

jlearner@gmail.com

Cancel Save

The email address you added will appear on the page.

The screenshot shows a three-step registration process: 'Tell Us About Yourself' (Step 1), 'Set Your Subscriptions' (Step 2), and 'Set Your Preferences' (Step 3). Below the steps, a message reads: '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' (with a location pin icon), 'Add Email' (with an envelope icon), and 'Add Phone' (with a phone icon). Below these buttons, two email addresses are listed: 'jlearner@gmail.com' and 'janet_learner@stu.indianhills.edu', each preceded by an envelope icon. A red arrow points to the first email 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."

This screenshot shows the 'Add Phone' form, which is a modal window. It contains the following fields and options: 'Country' (a dropdown menu showing 'United States (1)'), 'Phone Number' (a text box containing '641-111-1111'), and 'Extension' (an empty text box). Below these is a 'Label' dropdown menu showing 'Mobile 1'. To the right of the label are three checkboxes: 'Voice' (checked), 'Text' (checked), and 'TTY' (unchecked). A red box highlights these three checkboxes. At the bottom right of the form are 'Cancel' and 'Save' buttons. A red arrow points to the 'Save' button. A red box also highlights the 'Voice' and 'Text' checkboxes. A red arrow points to the 'Phone Number' field.

The phone number you added will appear on the page.

The screenshot shows a three-step registration process. Step 1, 'Tell Us About Yourself', is active and highlighted with an orange circle. Steps 2, 'Set Your Subscriptions', and 3, 'Set Your Preferences', are shown in grey. Below the steps, a message states: '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' (with a location pin icon), 'Add Email' (with an envelope icon), and 'Add Phone' (with a phone icon). Below these, three entries are listed: a mobile phone number '641-111-1111' with a red arrow pointing to it, an email address 'jlearner@gmail.com', and another email address 'janet_learner@stu.indianhills.edu'. To the right of the phone number, there are three checkboxes: 'Voice' (checked with a green checkmark), 'Text' (checked with a green checkmark), and 'TTY' (unchecked).

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."

The screenshot shows the 'Language Preferences' step. At the top, the email addresses 'jlearner@gmail.com' and 'janet_learner@stu.indianhills.edu' are listed. Below them, the text 'Language Preferences' is followed by an information icon (i) and a red arrow pointing to it. Underneath, there is a dropdown menu with 'English' selected and a 'Save' button. At the bottom right, there is a 'Next' button with a red arrow pointing to it.

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

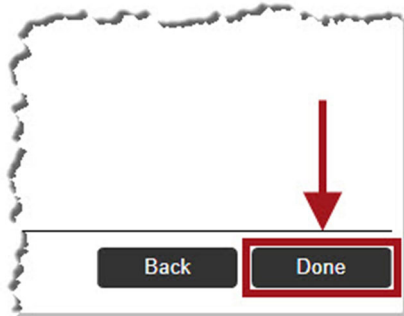
1 2 3

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.

))

Home Janet Learner ▼

Indian Hills
COMMUNITY COLLEGE



Hi Janet Learner,

Thank you for registering with Indian Hills Alert System.
Your account email address is: janet_learner@stu.indianhills.edu.

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

Sincerely,

Indian Hills Alert System
Account Administration


Welcome to the NG Portal.

Janet Learner

You are currently registered to receive information from the following institutions:

INDIAN HILLS COMMUNITY COLLEGE



[Edit contact information](#)



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

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 'My Contact Information' section of the Indian Hills Community College ALERT system. The page has a header with the college logo and 'ALERT' text. A left sidebar contains 'Contact Info' and 'Subscriptions' links. 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.' Below this are three buttons: 'Add Address', 'Add Email', and 'Add Phone'. A table lists the user's contact information:

	Voice	Text	TTY	
641-111-1111 Mobile 1	✓	✓		 
jlearner@gmail.com E-mail Address				
janet_learner@stu.indianhills.edu E-mail Address				

Below the table is a 'Language Preferences' section with a dropdown menu set to 'English' and a 'Save' button. A red box highlights the pencil icon in the first row of the table, with a red arrow pointing to it.

Click the trashcan icon to delete the information.

This screenshot is identical to the one above, showing the 'My Contact Information' section. However, the red box now highlights the trashcan icon in the first row of the table, with a red arrow pointing to it. The pencil icon is no longer highlighted.

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

Indian Hills COMMUNITY COLLEGE ALERT

Home Janet Learner ▾

Contact Info

Subscriptions

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

jlearner@gmail.com E-mail Address

janet_learner@stu.indianhills.edu E-mail Address

Voice ✓

Text ✓

TTY

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

Indian Hills COMMUNITY COLLEGE ALERT

Home Janet Learner ▾

Contact Info

Subscriptions

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.

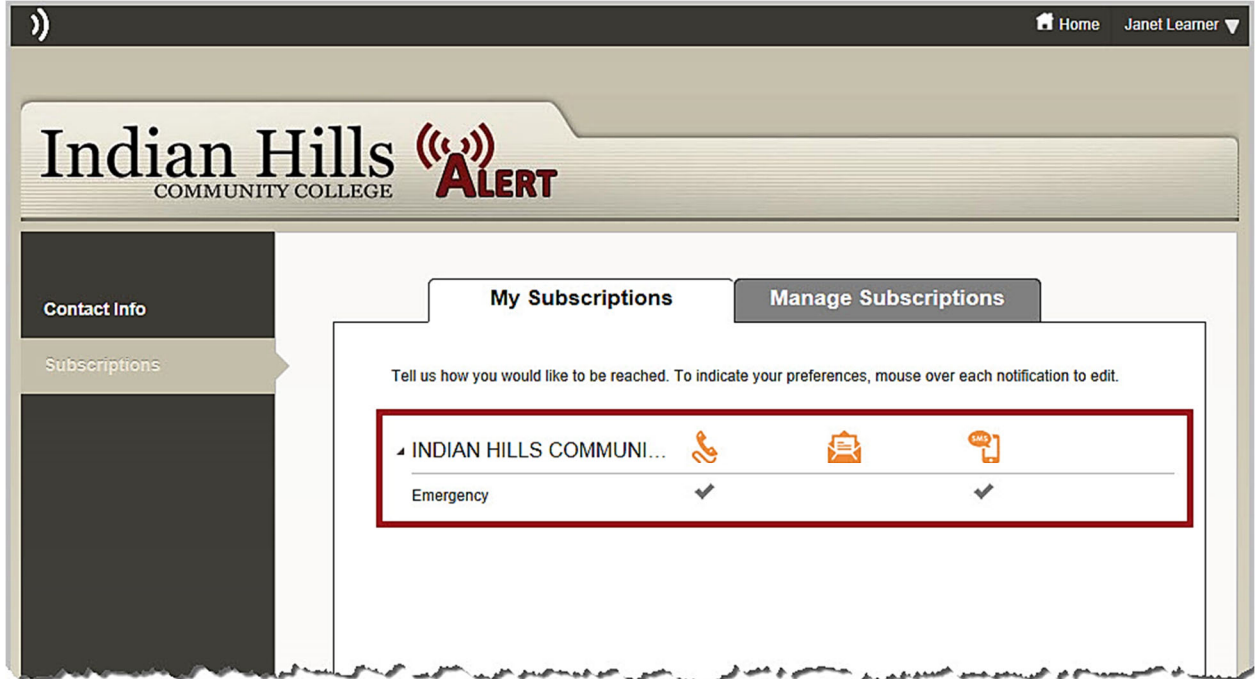
Add Address

Add Email

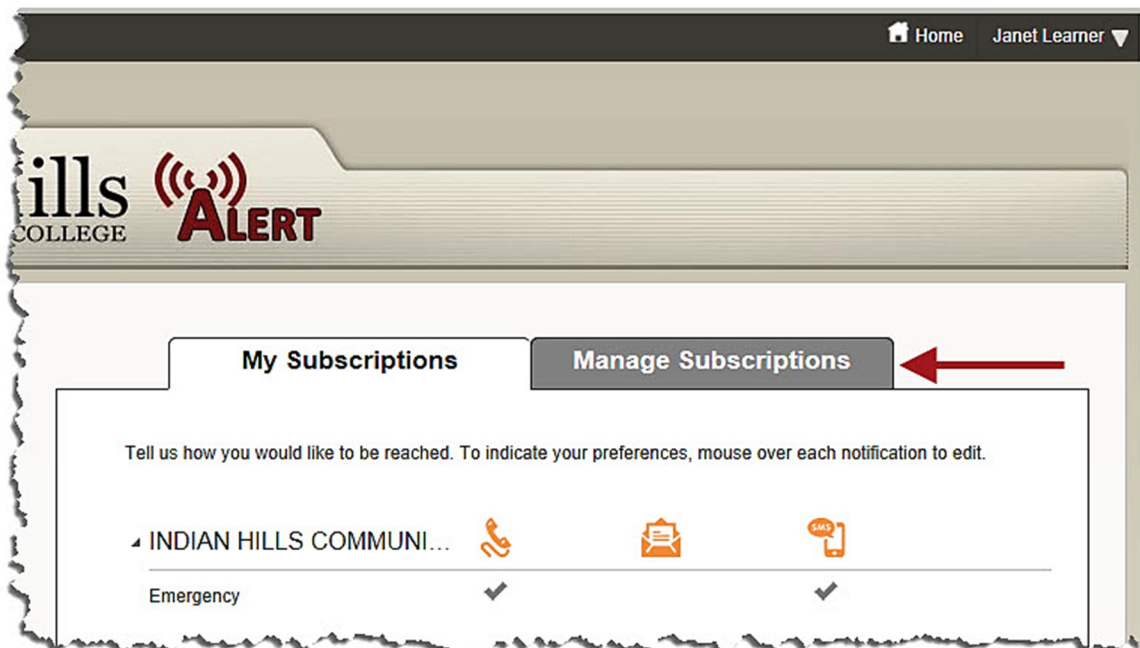
641-111-1111 Mobile 1

Voice ✓

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

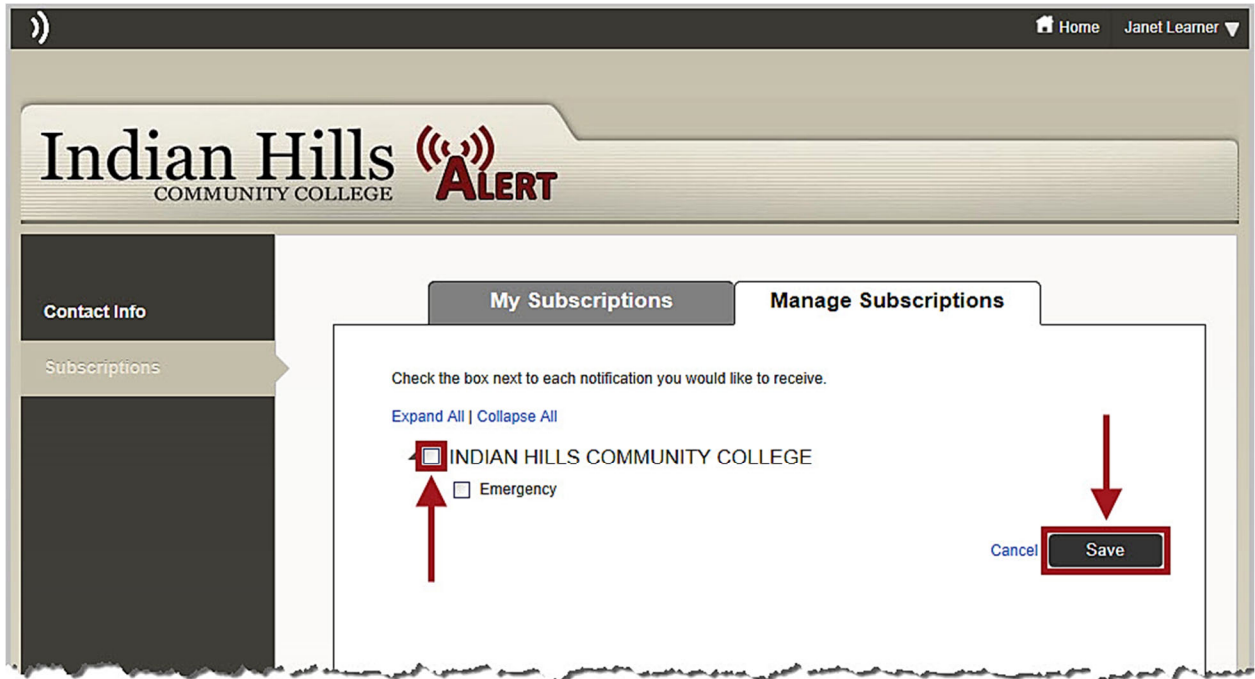


Click the “Manage Subscriptions” tab to edit your subscriptions.

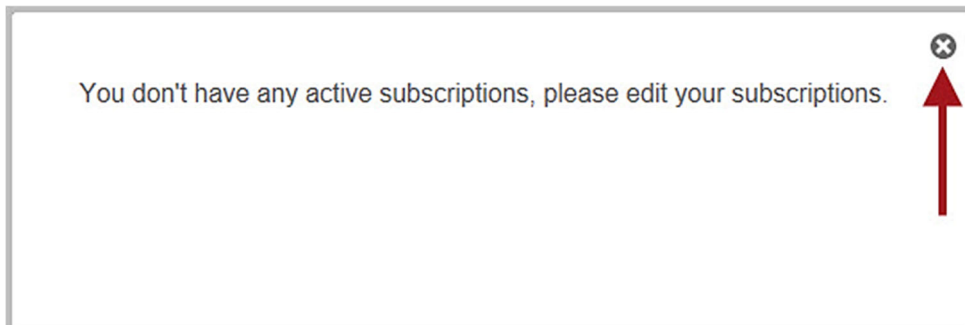


If you would like to stop receiving all alerts from Indian Hills Community College, uncheck the box next to "INDIAN HILLS COMMUNITY COLLEGE." Then, click "Save."

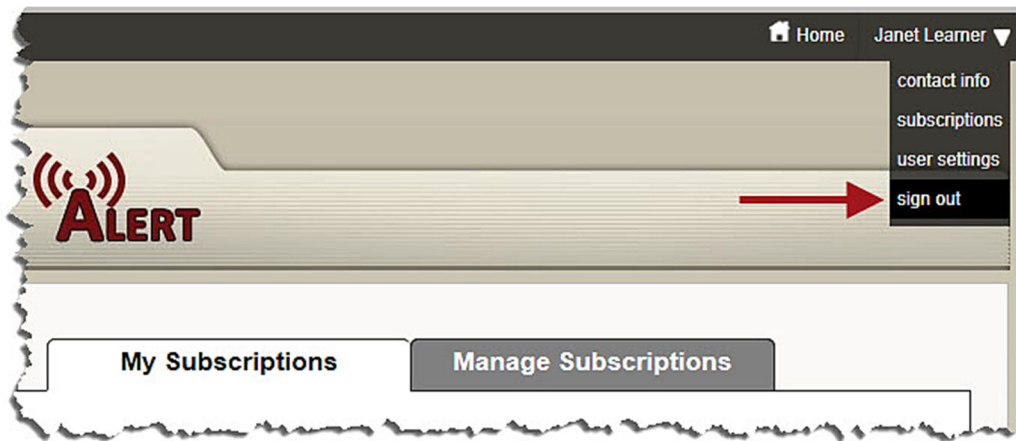
Note: Only uncheck this box if you no longer wish to receive any alerts from Indian Hills Community College.



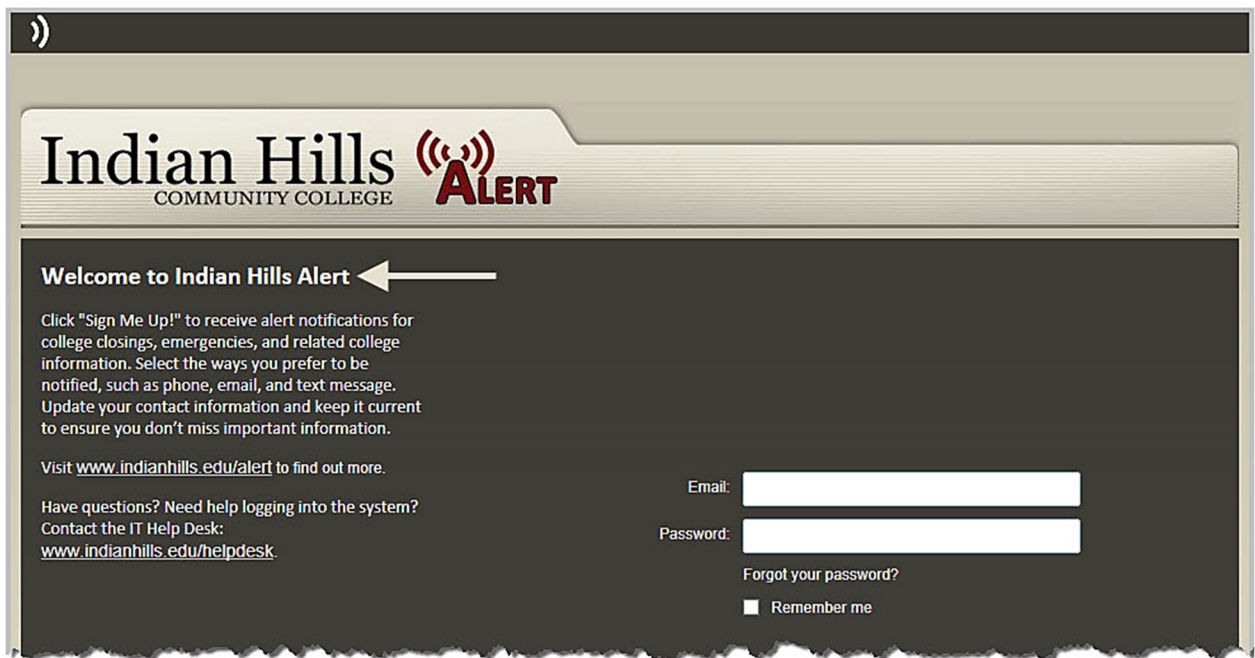
A pop-up window with the message "You don't have any active subscriptions..." will appear. Click the "X" to close the window.



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