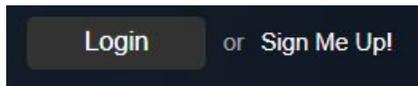


# Lake Superior College Emergency Notification System Instructions

Please click on the following link: <https://lsc.bbcportal.com/Entry>

Click **“Sign Me Up!”** DO NOT enter an email or password - Click on Sign Me Up!



Enter your first name, last name, email address and a password.

Password must be:

**8 or more characters in length**

**Include at least one upper-case letter**

**At least one lower case letter**

**At least one number**

**Spaces and special characters are not permitted**

Check the I agree box and then Continue

In a few minutes, you'll receive an email from [noreply@blackboardconnect.com](mailto:noreply@blackboardconnect.com)

Go to your LSC Email account, open the email, and click on the link in the email to activate your account.

Lake Superior College's Emergency Notification System makes it possible for students and employees to receive quick notifications by cell phone, and/or email for campus related emergencies.

Login here to register for this free service or change your account information. Please note you must click "Sign Up" if this is your first time logging in.

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. Move information on the use of cookies is available at the Blackboard Privacy Center.  
All Fields Required

Passwords must be at least 8 characters, include 1 lower case letter, include 1 capital letter and include 1 number. Spaces and special characters are not permitted.

Go back Continue

Once you go to your LSC Email account, open the email, and click on the link, fill out the answers to the security questions. You may select different questions. Click on Save. ,



### 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:

Who was your childhood best friend? (First Name)

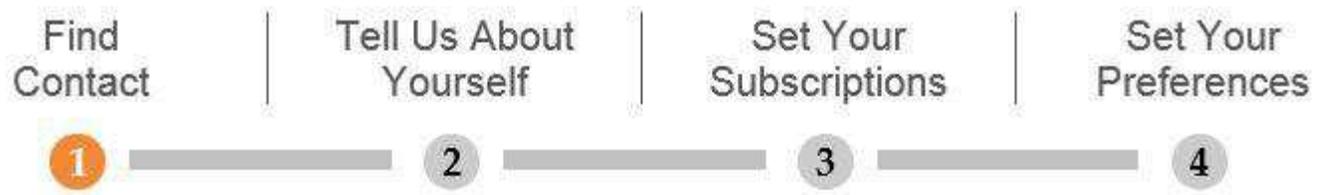
Security Question 3:

What school did you attend for sixth grade?

Click the Login button.

Enter your **StarID** as your identification code

Enter in your **LSC Email address** for your phone number or email address and click Submit.



**Find Contact** | **Tell Us About Yourself** | **Set Your Subscriptions** | **Set Your Preferences**

1 2 3 4

*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.

“Great! We found a contact...” should appear. Click Associate.

The next screen displays your email address. “YES, this is mine” should already be checked. Click Next to continue.

Find  
Contact

Tell Us About  
Yourself

Set Your  
Subscriptions

Set Your  
Preferences

1

2

3

4

*First...*

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

kj2233kt

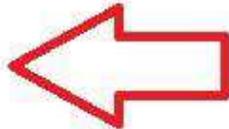
*Next...*

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

b.wolfe@lsc.edu

*Great! We found a contact...*

Associate



On this screen you can add a phone number or additional email addresses.

Find Contact

Tell Us About Yourself

Set Your Subscriptions

Set Your Preferences

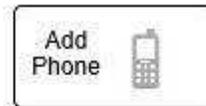
1

2

3

4

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



**b.wolfe@isc.edu**  
E-mail Address



**b.wolfe@isc.edu**  
E-mail Address

## Language Preferences

English



Save

Next

To add a mobile phone with text messaging:  
Click add phone.  
Enter your 10 digit number  
Check the Text box  
Choose a label to identify the device.  
Click Save.

To add an additional email address:  
Click add email.  
Enter the email address.  
Click Save.  
Once you've finished adding your numbers and email addresses,  
click Next to continue.

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

1 2 3 4

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

Add Address Add Email Add Phone

Country: United States (1) Phone Number: 21842[REDACTED] Extension: [REDACTED]

Label: Mobile 1 Voice:  Text:  TTY:

Start [REDACTED] saging charges may apply.

Cancel Save

b.wolfe@lsc.edu E-mail Address

b.wolfe@lsc.edu E-mail Address

Language Preferences English Save

**LAKE SUPERIOR COLLEGE, Emergency and Outreach should be checked by default.  
Click Next and then Done.**

The screenshot shows a four-step progress indicator at the top: 1. Find Contact, 2. Tell Us About Yourself, 3. Set Your Subscriptions, and 4. Set Your Preferences. Step 2 is currently active. Below the progress bar, the text reads: "Check the box next to each notification you would like to receive." There are two links: "Expand All" and "Collapse All". Under the "LAKE SUPERIOR COLLEGE" section, there are two checked checkboxes: "Emergency" and "Outreach". At the bottom right, there are "Back" and "Next" buttons.

**If you subscribed to text message alerts, you should receive a text message confirmation of this:**

Text Message  
Today 1:16 PM

You have opted-in to receive messages to your device. For more info reply "HELP". To opt out, visit Portal or reply "STOP PORTAL". Msg&data rates may apply.