# Blackboard MyConnect



## SIGNING UP FOR MYCONNECT

Welcome to Blackboard MyConnect, your online tool for subscribing to messages that matter to you most from CSB/SJU. Provided below are instructions on how to register for the MyConnect site and subscribe to emergency messages and notifications from CSB/SJU.

## **Getting Started**

Visit our MyConnect Site and click **Sign Me Up!** You'll be asked to provide your first and last name, your CSB/SJU email address, and a password for your new account.

Once you've provided the information, you will receive a confirmation message to the email you've provided. Use the hyperlink provided in the email you receive to confirm your email address and log into your account.

## **Establish Security Questions**

Use the pull-down menus to select a security question and provide the answer to the question in the field below. These will be used to verify your identity in case you need to reset your password.

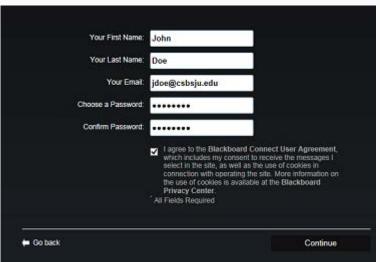
#### **Find Contact**

Type in your Banner identification number in the field provided.

Click Next to continue to provide your CSB/SJU email address that is associated with the Banner ID number you provided. The information you provide MUST MATCH the information we have on file.

When you're done, click Next and you will be asked to confirm the information you've entered.

Click **Associate** when you're finished.







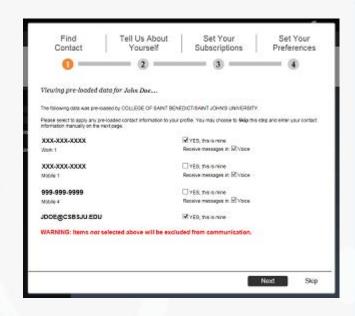
## **Find Contact (Continued)**

Contact information preloaded for your contact will be displayed.

Most individuals will have a 999-999-9999 number show up as preloaded. This is a placeholder and should be excluded by leaving the checkbox open.

Check any contact phone or email that you wish to continue to be contacted in an emergency. At minimum one email or phone number is required to continue.

When you're finished, click Next.



#### **Tell Us About Yourself**

After your preloaded data has been transferred you can edit the communication type for each phone number that you enter.

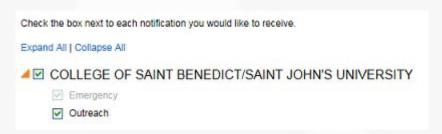
Use the **Add Email** and **Add Phone** buttons to add or change your email and phone number.

When you're finished, click Continue.



## **Set Your Subscriptions**

Use the checkboxes to subscribe to the message topics that are available on your screen. You can subscribe to more than one message, however, you cannot opt-out of receiving Emergency Messages.



## **Set Your Preferences**

Tell us how you would like to receive your messages. Click the message topic you have subscribed to on the *Set Your* Preferences screen and use the checkboxes to indicate where whether you want your message sent to your email or to your phone by voice or SMS message.

For example, you can set your preferences to receive any emergency message as a phone call or SMS message and have Event Reminders sent to your email address.

Click Save when you're done.

