

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.

A screenshot of the Blackboard MyConnect registration form. It includes fields for 'Your First Name' (John), 'Your Last Name' (Doe), 'Your Email' (jdoe@csbsju.edu), 'Choose a Password' (masked with dots), and 'Confirm Password' (masked with dots). There is a checkbox for 'I agree to the Blackboard Connect User Agreement...' and a 'Continue' button at the bottom right.

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.

A screenshot of the security questions setup form. It features three 'Security Question' sections, each with a pull-down 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?'. There are 'Clear' and 'Save' buttons at the bottom.

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.

A screenshot of the 'Find Contact' step in the registration process. It shows a progress bar with four steps: 1. Find Contact (active), 2. Tell Us About Yourself, 3. Set Your Subscriptions, and 4. Set Your Preferences. The form asks for a 'First...' identification code and a 'Next...' phone number or email address. A 'Next' button is visible at the bottom.

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**.

The screenshot shows a progress bar with four steps: 1. Find Contact (active), 2. Tell Us About Yourself, 3. Set Your Subscriptions, and 4. Set Your Preferences. Below the progress bar, it says "Viewing pre-loaded data for John Doe...". A notice states: "The following data was pre-loaded by COLLEGE OF SAINT BENEDICT/SAIN'T JOHN'S UNIVERSITY. Please select to add any pre-loaded contact information to your profile. You may choose to skip this step and enter your contact information manually on the next page." There are three rows of contact information:

Work 1	Mobile 1	Mobile 4	Email
XXX-XXX-XXXX	XXX-XXX-XXXX	999-999-9999	JDOE@CSBSJU.EDU
<input checked="" type="checkbox"/> YES, this is mine Receive messages in: <input checked="" type="checkbox"/> Voice	<input type="checkbox"/> YES, this is mine Receive messages in: <input type="checkbox"/> Voice	<input type="checkbox"/> YES, this is mine Receive messages in: <input checked="" type="checkbox"/> Voice	<input checked="" type="checkbox"/> YES, this is mine

A warning message at the bottom reads: "WARNING: Items not selected above will be excluded from communication." At the bottom right, there are "Next" and "Skip" buttons.

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**.

The screenshot shows a progress bar with four steps: 1. Find Contact, 2. Tell Us About Yourself (active), 3. Set Your Subscriptions, and 4. Set Your Preferences. Below the progress bar, it says "Please let us know how you would like us to reach you by providing your contact information below." There are three buttons: "Add Address" (disabled), "Add Email" (active), and "Add Phone" (active). Below these are three rows of contact information:

Work 1	Mobile 1	Email
XXX-XXX-XXXX	XXX-XXX-XXXX	JDOE@CSBSJU.EDU
Voice ✓	Voice ✓	Text ✓
TTY	TTY	TTY

Below the contact information is a "Language Preferences" section with a dropdown menu set to "English" and a "Save" button. At the bottom right, there is a "Next" button.

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.

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

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

- COLLEGE OF SAINT BENEDICT/SAIN'T JOHN'S UNIVERSITY
 - Emergency
 - Outreach

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.

