

Pine Technical and Community College StarAlert System Documentation

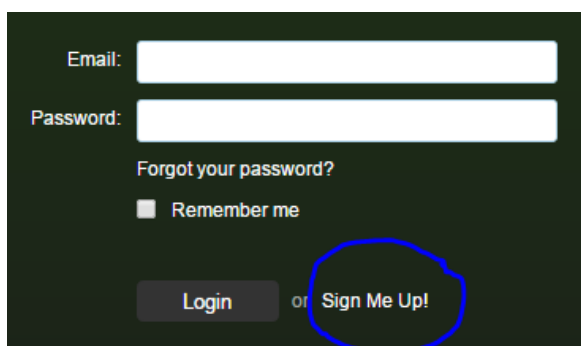
Pine Technical and Community College currently uses Blackboard Connect to power the StarAlert system. All students will receive emergency communications through their PTCC email account.

Follow the steps below to activate your portal and add your cell phone number to receive text messages. You can add additional telephone numbers or personal email address as well.

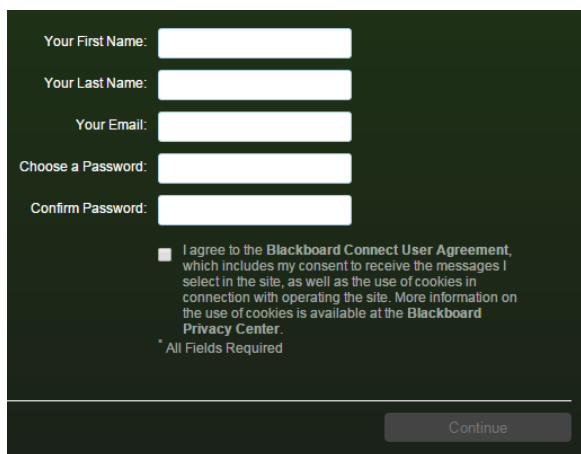
If you need assistance, please contact the helpdesk. www.pine.edu/helpdesk.

Browse to <https://pine.bbcportal.com/Entry>

Click on Sign Me Up!



This screenshot shows a dark-themed login and sign-up interface. It features two input fields for 'Email' and 'Password'. Below the password field is a link for 'Forgot your password?' and a checkbox for 'Remember me'. At the bottom, there are two buttons: 'Login' and 'Sign Me Up!'. The 'Sign Me Up!' button is highlighted with a blue circle.



This screenshot shows a registration form with the following fields: 'Your First Name:', 'Your Last Name:', 'Your Email:', 'Choose a Password:', and 'Confirm Password:'. Below the password fields is a checkbox for agreeing to the 'Blackboard Connect User Agreement', which includes consent to receive messages and use of cookies. A note states '* All Fields Required'. A 'Continue' button is located at the bottom right of the form.

Enter your first name and last name and your email address. You MUST enter your StarID@pine.edu email address.

Select a password. This password is not associated with your StarID account. You can use any password you choose. Please select something you will remember. You are not required to change this password (StarID passwords require changing every 180 days, so you may not want to use the same password).

Agree to the terms and conditions and click continue.

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At this point, you need to Log into your PTCC Student email account. You will receive an email from Blackboard that contains a link to log into Blackboard Connect (the system behind StarAlert). Follow that link to continue.

You will be asked to provide security questions. Select your questions and answers. Click 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:
What street did you grow up on?

Security Question 3:
What was your childhood nickname?

Clear Save

Follow the link to log in using your email address (StarID@pine.edu) and password you created.

Enter your StarID as your identification code.

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.

StarID Submit

Enter your email address (StarID@pine.edu) in the phone number field, NOT a phone number.

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

Enter your email Address, NOT phone number Submit

Click on the Associate button

Great! We found a contact...

Associate

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Verify the information is accurate and the checkbox is checked (YES, this is mine). Click Next.

Viewing pre-loaded data for Ken Ries....

The following data was pre-loaded by PINE TECHNICAL AND COMMUNITY COLLEGE.

Please review the contact information we have on file to be sure it is accurate. To make corrections to any read-only information, please contact the [site administrator](#) or call 0. You may also select to apply additionally available pre-loaded contact information to your profile. Click **Next** or **Skip** to enter additional contact information manually on the next page.

YES, this is mine

WARNING: Items not selected above will be excluded from communication.

To add a cell phone to receive text messages, select add phone.

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

Enter your cell phone number, select text to receive text messages, and select a label for this number. Click Save.

Country:

Phone Number:

Extension:

Label:

Voice Text TTY

Follow the same steps to enter your personal or other email address, additional cell phone numbers, or your address, if you choose. Click save after entering each item.

Please let us know how you would like us to reach you by providing your contact information below. Then go to Subscriptions to select the notifications you would like to receive. To make corrections to any read-only information, please contact the [site administrator](#) or call 0.

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You will now have an opportunity to opt out of receiving non-emergency information. Please note, unchecking the outreach box does not impact communications you receive through eServices (the student records system). Click next.

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




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

▾ PINE TECHNICAL AND COMMUNITY COLLEGE

- Emergency
- Outreach

Confirm your selections and select done.

Tell us how you would like to be reached. To indicate your preferences, mouse over each notification to edit.

▾ PINE TECHNICAL AND C...				
Emergency		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Outreach		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	edit

You have completed the process. You will now receive a test message from the system.

From: 23177

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.

2014/11/20 09:56:33AM

You can log back in at any time to update your information.