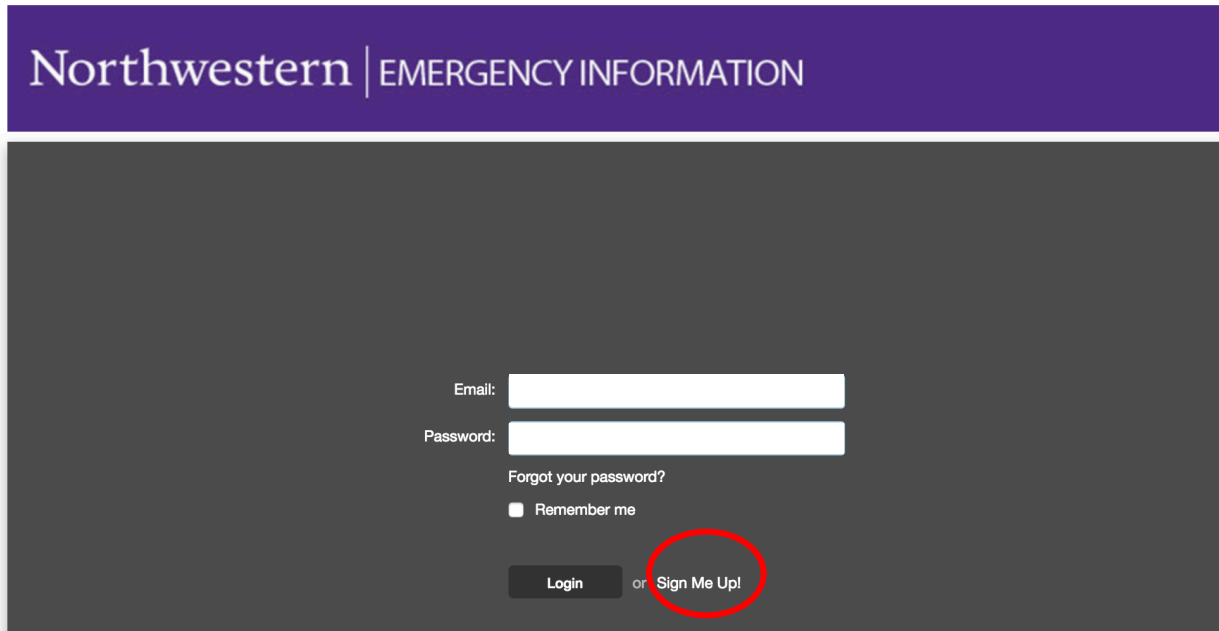


SIGN UP TO RECEIVE NORTHWESTERN UNIVERSITY EMERGENCY NOTIFICATIONS

Here are the steps to register:

1. Go to <https://wildcatalert.bbcportal.com/> and click “Sign Me Up.”



Northwestern | EMERGENCY INFORMATION

Email:

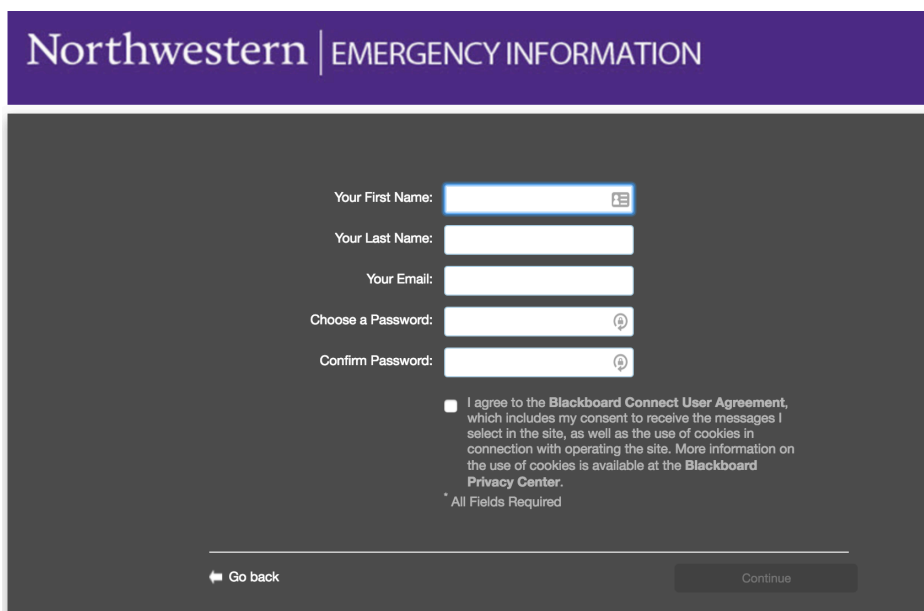
Password:

[Forgot your password?](#)

Remember me

or

2. Then the screen below will appear, and you can enter your garrett.edu email address or a personal email address.



Northwestern | EMERGENCY INFORMATION

Your First Name:

Your Last Name:

Your Email:

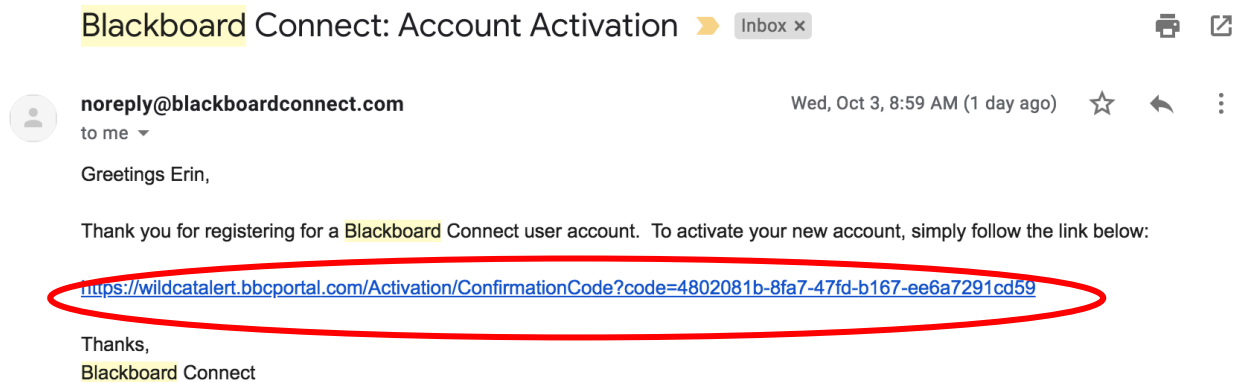
Choose a Password:

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

3. You will then receive an email from Blackboard Connect at the email address you entered. You will need to go to that email account, open the email from Blackboard Connect, and select the link provided to continue set up.



4. When you select the link in the email, a screen will appear to choose three security questions and provide your answers. Once you provide answers, it says "Congratulations, your account has been activated you may now login." Then you need to login to complete step 5.

5. Then the following screen will appear, click on the "Add Address" button to add an address. You can add one address and then click the button again to add another address. In this way, you can add both home and office address (for those who live and work close to campus).

The email you used on the earlier screen will already be entered, but if you want to add another email address, then click on "Add Email."

Then click on "Add Phone" to add a phone number. When you add a phone number, you will want to select the type of phone and whether the phone number can receive only voice calls or if it can also accept SMS messages and if it is TTY enabled. Again, you can click "Add

Phone,” to keep adding all of the phone numbers you would want to be alerted on.

When you are finished adding all of the ways you would like to receive notifications, then you can select the “Next” button in the bottom right hand corner of the screen (not pictured in the image below).

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

1 2 3

Add Address Add Email Add Phone

847-744-0967
Mobile 1

Voice Text TTY

erin.moore@garrett.edu
E-mail Address

2121 Sheridan Road
Evanston, IL 60201
United States
Work Address

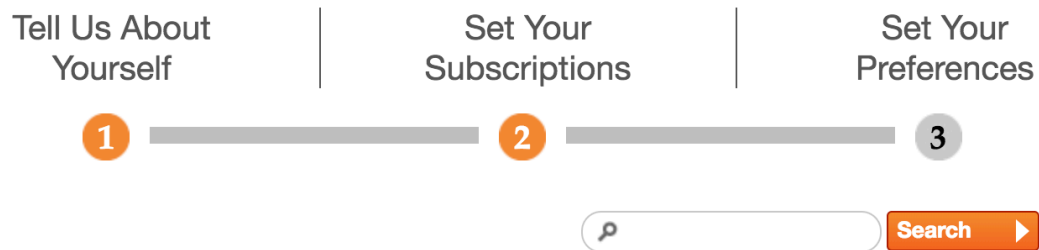
Language Preferences ⓘ

English Save

6. Then following screen will appear. You can select whether you want the Northwestern University alerts for their Chicago Campus or Evanston Campus or both. **YOU MUST MAKE A SELECTION ON THIS SCREEN TO RECEIVE EMERGENCY NOTIFICATIONS.**

When you select the checkbox next to Evanston (and/or Chicago), then the boxes next to “emergency” and “outreach” are automatically selected. If you only want emergency messages, then you just need

to “deselect” the checkbox next to “outreach.” You cannot directly select the “emergency” checkbox, you have to select the city name. When you are finished adding all of the ways you would like to receive notifications, then you can select the “Next” button in the bottom right hand corner of the screen (not pictured in the image below).



Check the box next to each notification you would like to receive. Click on icon ▶ to expand/collapse lower sites and portal groups.

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

- ▶ ALL CHICAGO CAMPUS
 - Emergency
 - Outreach
- ▶ ALL EVANSTON CAMPUS
 - Emergency
 - Outreach

7. A final screen will appear, and you will need to select the “Done” in the bottom right hand corner of the screen. Your preferences will be set. You are done.
8. If you need to update your information at any time, you can log into: <https://wildcatalert.bbcportal.com/Entry> and use the email and password you set up in step 1.