SIGN UP TO RECEIVE NORTHWESTERN UNIVERSITY EMERGENCY NOTIFICATIONS

Here are the steps to register:


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

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.