

Star Alert Portal Login Instructions

Building Services

700 East Seventh Street
Saint Paul, Minnesota
55106-5000

tel: 651.793.1700

www.metrostate.edu

1. Go to <https://metrostate.bbcportal.com>
2. Click “Sign Me Up!”
3. Enter first name, last name, and university email address
4. Enter new strong password and confirm new password

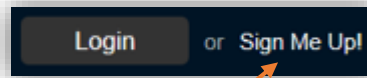
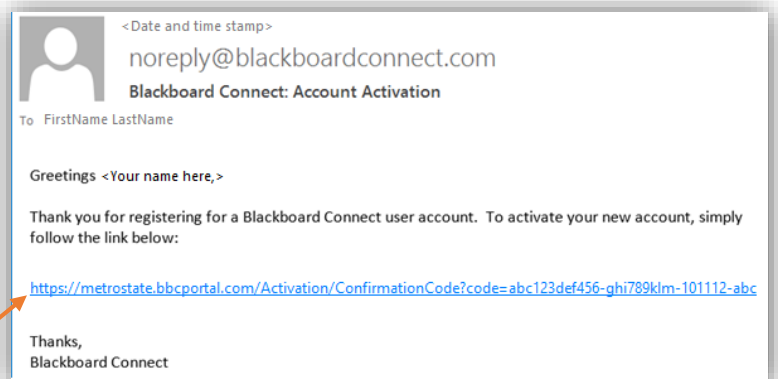
Note: Error below displays if password requirement is not met.

Passwords must be at least 8 characters, include 1 lower-case letter, include 1 capital letter and include 1 number. Spaces and special characters are not permitted.

5. Check “I agree” box
6. Press Continue button

Note: A confirmation email is sent to the email address you provided

7. Login to your email
8. Click on confirmation code link

9. Answer Security Questions 1 – 3

Note: Select drop-down to pick different questions as desired.

10. Click “Save” button when done

11. Click “Login” button to login

12. Login with university email and the password created in step 4

13. Click “Login” button

14. **Important:** Enter your **StarID** in the identification code field

Note: **Employees** will skip the “Find Contact” stage and follow the rest of the steps.

15. Click “Submit” button

16. Enter phone number or e-mail address

17. Click “Associate” button

Note: **Employees** will need to relogin to <https://metrostate.bbcportal.com> or click on

the  link from previous window.

18. Set contact preference settings as desired

19. Click "Next" button

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

1 2 3 4

Viewing pre-loaded data for

The following data was pre-loaded by METROPOLITAN STATE UNIVERSITY.

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.

XXX-XXX-XXXX Home 1	<input type="checkbox"/> YES, this is mine Receive messages in: <input type="checkbox"/> Voice
XXX-XXX-XXXX Mobile 1	<input type="checkbox"/> YES, this is mine Receive messages in: <input type="checkbox"/> Voice
ab1234cd@metrostate.edu	<input checked="" type="checkbox"/> YES, this is mine
yourname@personalemail.com	<input type="checkbox"/> YES, this is mine

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

Next Skip

20. Set alert preferences as desired

21. Click "Next" button

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

1 2 3 4

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

Add Address | Add Email | Add Phone

XXX-XXX-XXXX
Mobile 1

Voice Text TTY

ab1234cd@metrostate.edu
E-mail Address

yourname@personalemail.com
E-mail Address

ab1234cd@metrostate.edu
E-mail Address

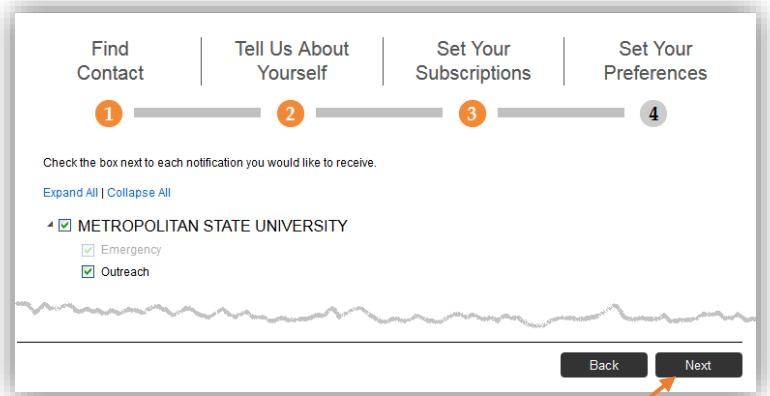
Language Preferences ⓘ

English Save

Next

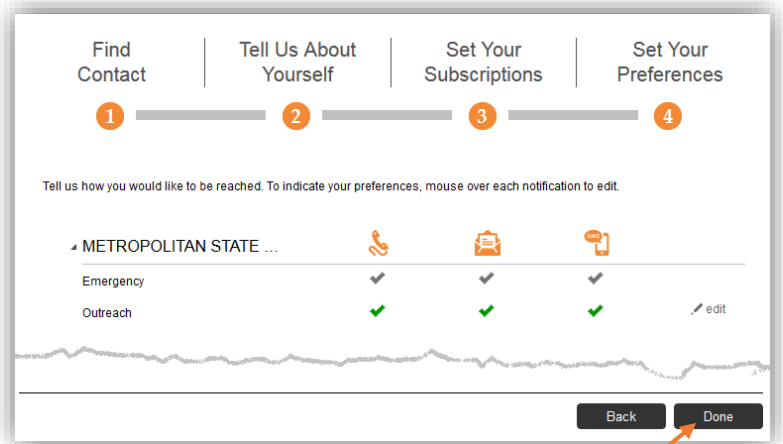
22. Set your subscription settings as desired

23. Click "Next" button



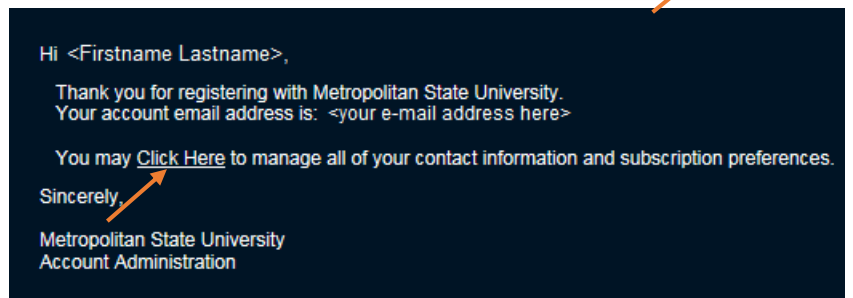
24. Set your preferences as desired

25. Click "Done" button



To update alert preferences:

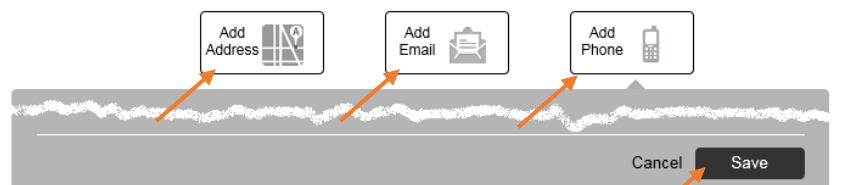
1. After logging into to StarAlert portal, to make update alert preference, click the "Click Here" link on far left of screen.



2. Click on "Add Address", "Add Email" and "Add Phone" icons as desired and set up as prompted.

3. Click Save when done.

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.



4. To edit alert, click pencil icon on desire alert medium.

5. To delete alert, click trash icon for desired alert medium.

