

## Star Alert Portal Login Instructions

Building Services

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[www.metrostate.edu](http://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

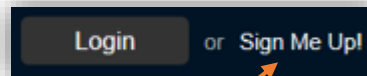
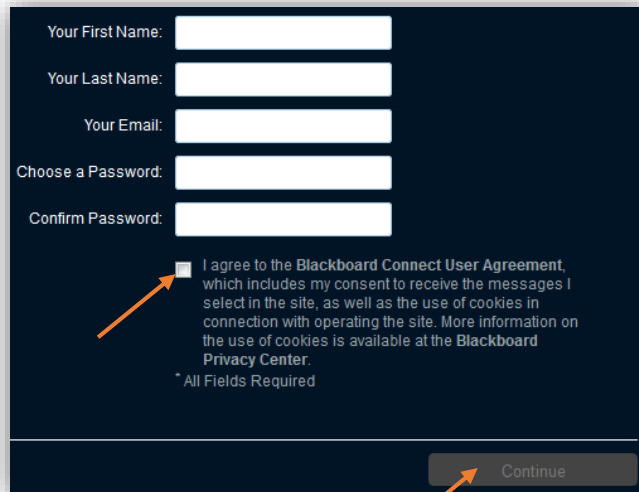
Note: Error below displays if password requirement is not met.

**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

Your First Name:

Your Last Name:

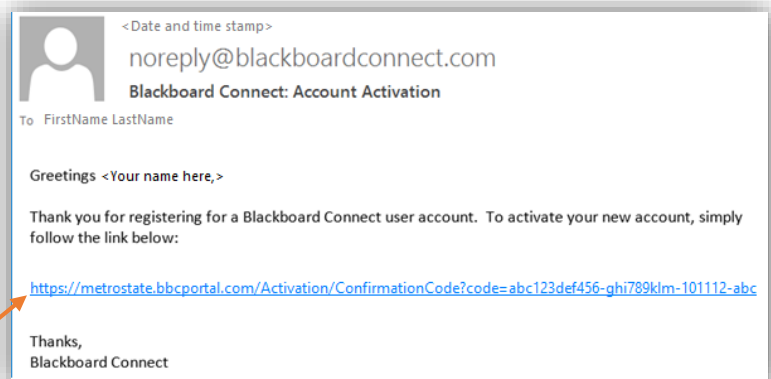
Your Email:

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

Continue



9. Answer Security Questions 1 – 3

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

10. Click “Save” button when done

**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

11. Click “Login” button to login

Congratulations, your account has been activated. You may now login.

Login

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

13. Click “Login” button

Email:

Password:

Forgot your password?

☐ Remember me

Login or Sign Me Up!

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

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.

Submit

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. ("Go back" arrow)

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

Great! We found a contact...

Associate

18. Set contact preference settings as desired

19. Click “Next” button

The screenshot shows the 'Set Your Preferences' step, which is the fourth step in a four-step process. The steps are: Find Contact (1), Tell Us About Yourself (2), Set Your Subscriptions (3), and Set Your Preferences (4). The page title is 'Viewing pre-loaded data for ....'. Below this, it states 'The following data was pre-loaded by METROPOLITAN STATE UNIVERSITY.' and provides a disclaimer: '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.' The form displays pre-loaded contact information for three categories: Home 1, Mobile 1, and Email. For each category, there is a checkbox to confirm 'YES, this is mine' and a checkbox to select 'Receive messages in: Voice'. The email addresses listed are 'ab1234cd@metrostate.edu' and 'yourname@personalemail.com'. A red warning message states: 'WARNING: Items not selected above will be excluded from communication.' At the bottom right, there are 'Next' and 'Skip' buttons. An orange arrow points to the 'Next' button.

20. Set alert preferences as desired

21. Click “Next” button

The screenshot shows the 'Set Your Preferences' step, which is the fourth step in a four-step process. The steps are: Find Contact (1), Tell Us About Yourself (2), Set Your Subscriptions (3), and Set Your Preferences (4). The page title is 'Please let us know how you would like us to reach you by providing your contact information below.' Below this, there are three sections: 'Add Address', 'Add Email', and 'Add Phone'. Each section has a checkbox to confirm 'YES, this is mine' and a checkbox to select 'Receive messages in: Voice', 'Text', or 'TTY'. The 'Add Address' section shows 'Mobile 1' with a checkbox for 'Voice' (checked) and 'Text' and 'TTY' (unchecked). The 'Add Email' section shows 'ab1234cd@metrostate.edu' and 'yourname@personalemail.com' with checkboxes for 'Voice', 'Text', and 'TTY' (all unchecked). The 'Add Phone' section shows 'ab1234cd@metrostate.edu' with checkboxes for 'Voice', 'Text', and 'TTY' (all unchecked). Below these sections, there 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. An orange arrow points to the 'Next' button.

22. Set your subscription settings as desired

23. Click “Next” button

The screenshot shows a progress bar with four steps: 1. Find Contact, 2. Tell Us About Yourself, 3. Set Your Subscriptions (current step), and 4. Set Your Preferences. Below the progress bar, it says "Check the box next to each notification you would like to receive." There is a link "Expand All | Collapse All". Under the heading "METROPOLITAN STATE UNIVERSITY", there are two checkboxes: "Emergency" and "Outreach", both of which are checked. At the bottom right, there are "Back" and "Next" buttons. An orange arrow points to the "Next" button.

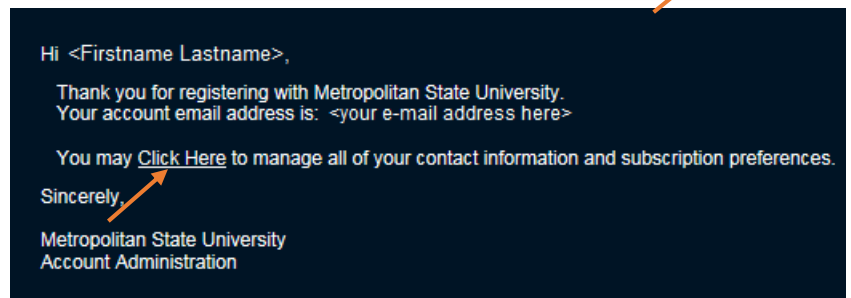
24. Set your preferences as desired

25. Click “Done” button

The screenshot shows the same progress bar as the previous step, with step 4, "Set Your Preferences", now highlighted. It says "Tell us how you would like to be reached. To indicate your preferences, mouse over each notification to edit." Below this, there is a table with columns for "METROPOLITAN STATE ...", "Emergency", and "Outreach". Each row has three icons (phone, email, and text) and a green checkmark. An "edit" link is visible at the end of the "Outreach" row. At the bottom right, there are "Back" and "Done" buttons. An orange arrow points to the "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.

The screenshot shows a form titled "My Contact Information". It says "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." There are three buttons: "Add Address", "Add Email", and "Add Phone". At the bottom right, there are "Cancel" and "Save" buttons. An orange arrow points to the "Save" button.

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

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

The screenshot shows the "My Contact Information" form with a mobile phone entry. The entry shows "XXX-XXX-XXXX Mobile 1" with "Voice", "Text", and "TTY" options. The "Voice" option is checked with a green checkmark. At the bottom right, there are "Edit" and "Delete" buttons. An orange arrow points to the "Edit" button.