

Blackboard Connect Sign Up and Activation

1. Click this link: <https://lacc.bbcportal.com>
2. Before you can login to the system, you will need to go through the “Sign Me Up!” process.

A dark grey login form with two white input fields for "Email:" and "Password:". Below the password field is a link "Forgot your password?". There is a checkbox labeled "Remember me". At the bottom, there are two buttons: "Login" and "Sign Me Up!". The "Sign Me Up!" button is circled in red.

3. Click on the “Sign Me Up!” link and enter your first and last names, the **email address where you wish receive these alerts** and the **password** you want to use **for this service**.

A dark grey sign-up form with several white input fields. The fields are labeled: "Your First Name:" (with "Your" entered), "Your Last Name:" (with "Username" entered), "Your Email:" (with "username@lacitycollege.e" entered), "Choose a Password:" (with "....." entered), and "Confirm Password:" (with "....." entered). Below the password fields is a checkbox labeled "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." The checkbox is checked. Below the checkbox is the text "All Fields Required". At the bottom, there are two buttons: "Go back" and "Continue".

4. A confirmation email will be sent to the email account you specified. Open your email and click on the link provided on the Account Activation message.

5. Select and answer three (3) security questions (more questions available by clicking the drop down arrow):



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?

6. Please save those 3 answers as you will need to provide them if you ever forget the password to this system. After successfully completing this step, you will need to log in to 'Associate' your account



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

7. Upon login you will be prompted to enter the "Identification Code" which is **your 6 or 7 digit employee number**:

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

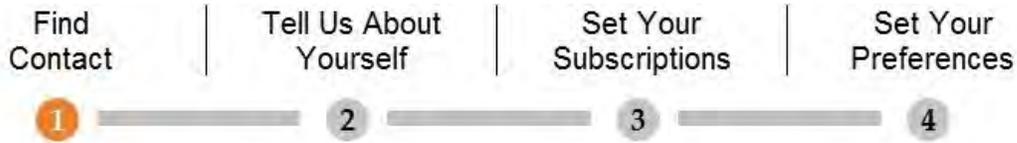
1 2 3 4

First... **Your Employee Number**

Let's begin by entering the identification code that has been provided to you to find your associated contact.

- a. If the employee number entered is mistyped or not found, you will receive the following message:
"We could not find any contacts using the code you provided."
- b. Please verify that the employee number is correct and click Submit again.

8. The next step will ask for your LACC email address (*username@lacitycollege.edu*) or phone number on file with Personnel. **Adjunct Faculty:** *If your primary assignment is not at LACC, please use the email address from your primary campus).*



First...

Let's begin by entering the identification code that has been provided to you to find your associated contact.

888888

Next...

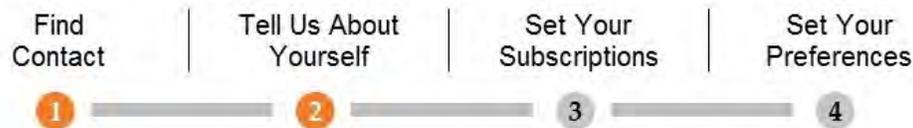
Now enter a phone number (xxx-xxx-xxxx) or email address that is used by this contact.

username@lacitycollege.edu

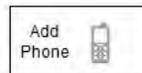
Great! We found a contact...

Associate

9. Click the “Associate” link.
10. The next series of steps you will ask you to confirm the information on file, add additional contact information and edit existing information:



Let us know how you would like to be reached. You may provide up to 10 phone numbers, 10 email addresses, and an address. Then, go to Subscriptions to select the notifications you would like to receive.



Country	Phone Number	Extension
United States (1)	323-953-4000	5555
Label	Voice <input checked="" type="checkbox"/> Text <input type="checkbox"/> TTY <input type="checkbox"/>	
Work 1		

Cancel Save



323-555-1212
Mobile 1

Voice

Text

TTY



username@lacitycollege.edu
E-mail Address

11. Once you have finished adding your information and clicked **Save**, you will see a summary of the information:

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

1 2 3 4

Let us know how you would like to be reached. You may provide up to 10 phone numbers, 10 email addresses, and an address. Then, go to Subscriptions to select the notifications you would like to receive.

Add Address | Add Email | Add Phone

323-963-4000x 5555
Work 1
Voice ✓ Text TTY

323-555-1212
Mobile 1
Voice ✓ Text ✓ TTY

username@lacitycollege.edu
E-mail Address

Next

12. Click **Next** to proceed. You can opt out of “Outreach” notifications (IE. general school announcements) but you cannot opt out of future emergency notifications.

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

1 2 3 4

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

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

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 Emergency
 Outreach

Back Next

13. Click **Done** after reviewing your Set Preferences:

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

1 2 3 4

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

LOS ANGELES CITY COLLEGE

Emergency ✓ Voice ✓ Text ✓

Back Done

14. Your final screen will show your account's email address and provide you a link back to your contact information and preferences:

) Home

LACC LOS ANGELES CITY COLLEGE **TEXT ALERT MESSAGE**

Hi

Thank you for registering with Los Angeles City College.
Your account email address is:

You may [Click Here](#) to manage all of your contact information and subscription preferences.

Sincerely,

Los Angeles City College
Account Administration

Welcome to the Los Angeles City College portal!

You are currently registered to receive information from the following institutions:

LOS ANGELES CITY COLLEGE

[Edit contact information](#)

June 2013