

# StarAlert

## Portal Registration Instructions

Click the **“Sign Me Up!”** link to register. Follow the instructions on the screen to set up your password. You'll receive an email with a confirmation link to finish the registration process. Sign in with your email address and password. You will be taken to the *“Find Contact”* screen on our **Portal Wizard** when logging in for the first time. Enter your identification code. Your identification code is your student or employee ID. Click *“Submit.”*



*First...*

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

**Your identification code is your StarID.**

Then, enter a cell phone number or email address that is associated with your contact record at your institution.

*Next...*

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

Once the match is found click *“Associate.”*

*Great! We found a contact...*

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**Update your contact preferences.** From the “Viewing pre-loaded data” screen select “Next” after selecting any pre-loaded data or select “Skip” to ignore.

*Viewing pre-loaded data for Jimmy Chow....*

The following data was pre-loaded by UNIVERSITY OF HIKE MAISSIAN DEMO.

Please select to apply any pre-loaded contact information to your profile. You may choose to **Skip** this step and enter your contact information manually on the next page.

**818-808-4128**

Home 1

YES, this is mine

Receive messages in:  Voice

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

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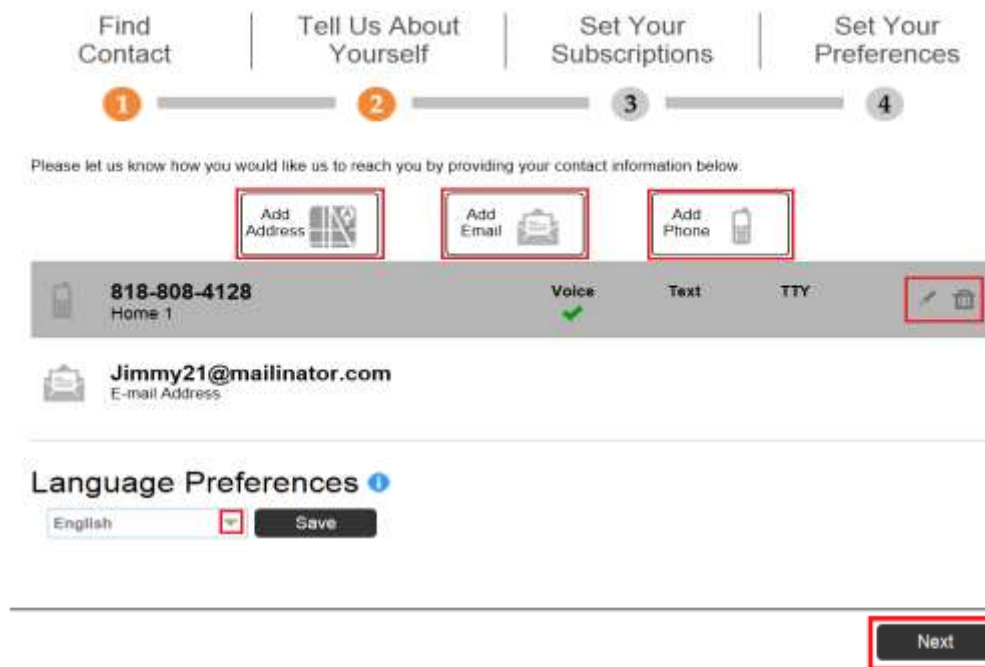
**Next**

Skip

From the “Tell Us About Yourself” screen you can Add Address, Add Email, Add Phone and designate a Language Preference. To edit or delete a contact point, simply hover your mouse over any of the contact points to click *Edit* (pencil icon) to modify your contact point or *Delete* (trashcan) to remove them. Click “Next” when you are finished.

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The screenshot shows a four-step registration process: 1. Find Contact, 2. Tell Us About Yourself, 3. Set Your Subscriptions, and 4. Set Your Preferences. Step 2 is currently active. Below the progress bar, a message asks for contact information. There are three buttons: 'Add Address', 'Add Email', and 'Add Phone'. Below these are input fields for a phone number (818-808-4128, Home 1), an email address (Jimmy21@mailinator.com), and a language preference (English). There are also radio buttons for 'Voice' (checked), 'Text', and 'TTY'. A 'Next' button is at the bottom right.

### Update your Subscriptions.

On the "Set Your Subscriptions" page you can select which *Message Types* and/or *Portal Groups* you would like to be subscribed to. After you have made your selections you must click "Next" to continue. *Notice Emergency is already checked by default.*

*NOTE: you have been signed up for alerts from all campuses and locations. **You can choose to "opt out" of any campuses/locations from which you don't want to get alerts.***

***IMPORTANT: Do NOT uncheck the Outreach check box, or you won't get any messages at all.***

*If you are taking an ITV course, be sure to get the alerts from the campus where your instructor is located.*

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

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

▾  UNIVERSITY OF HIKE MAISSIAN DEMO

- Emergency
- Outreach
- Chris Group
- Hike Group
- Jozef Group
- Portal Group
- Test Map group

Back

Next

*You will automatically be subscribed for Emergency messages in all delivery modes that are applicable. Note that following campuses/centers/locations are available for Minnesota West:*

- Brookings
- Canby
- Granite Falls
- Jackson
- Luverne
- Pipestone
- Redwood Falls
- Worthington

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### Update your Message Preferences.

On the “Set Your Preferences” page you can edit any of the contact points for the applicable Message Types and/or Portal Groups. Be sure to click “Done” to complete the wizard’s registration process.

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

	Voice	Email	SMS	
UNIVERSITY OF HIKE MA...				
Emergency	✓	✓		
Outreach	✓	✓		<a href="#">edit</a>
Chris Group	✓	✓		<a href="#">edit</a>

Outreach

Receive important, non-emergency, outreach messages about your community.

All Voice

818-808-4128

All Email

Jimmy21@mailin...

Cancel [Save](#)

[Back](#) [Done](#)

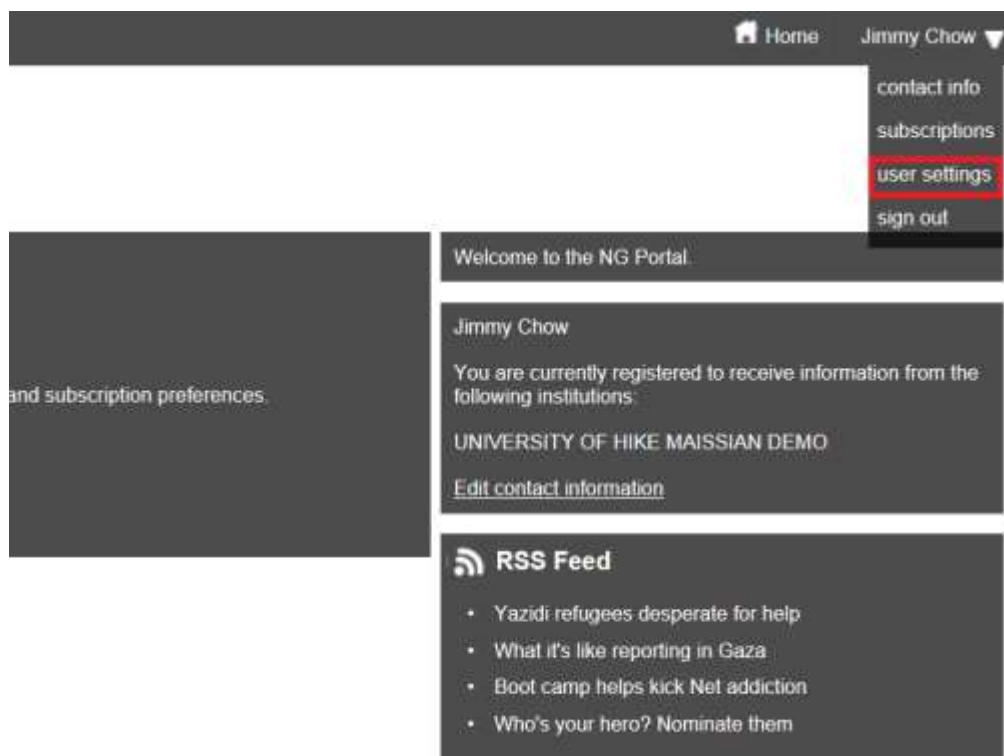
\*\*\*Note that Minnesota West is NOT using the phone call option (just the email and SMS/texting options). You will not receive messages via regular phone calls.

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### Update your account settings.

At the top right of every screen there is a drop down that allows you to be taken to any of the items listed above including one called "User Settings."



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On the *User Settings* screen you have the ability to change your password and to unsubscribe from the Portal entirely, by clicking *Reset Account*. *By doing so you are agreeing to permanently delete all associated information and preferences.*

### HikeTest

#### User Settings

Change your password here.

Login Email

Jimmy21@mailinator.com

First Name

Jimmy

Last Name

Chow

Choose a Password \*

••••••••

Confirm Password

••••••••

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.

Reset Account

Cancel

Save