

# 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 STAR 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 your South Central email address so Blackboard can link your account**

*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.