

Manage Star Alert Subscriptions (Employee or Student)

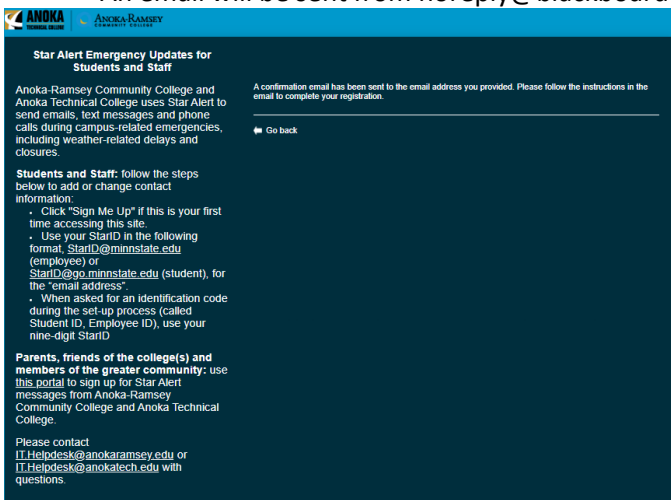
- 1) Navigate to <https://staralertarccatc.bbcportal.com>
- 2) Login to Star Alert. If this is your first time accessing the website, please click “Sign Me Up”. After creating your login account, you can continue to use “Login”.



- To sign up please fill in the fields. In the email field, use your **Office 365** user name.



- StarID@minnstate.edu (employee)
- StarID@go.minnstate.edu (student)
- Agree to the user agreement and click “Continue”
- A confirmation email will be sent.
 - An email will be sent from noreply@blackboardconnect.com with a user specific link.



- Confirm the email you will then be brought back to the login page.
- Enter your credentials and click “Login.”

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Star Alert Emergency Updates for Students and Staff

Anoka-Ramsey Community College and Anoka Technical College uses Star Alert to send emails, text messages and phone calls during campus-related emergencies, including weather-related delays and closures.

Students and Staff: follow the steps below to add or change contact information:

- Click "Sign Me Up" if this is your first time accessing this site.
- Once logged in, use your StarID when asked for an identification code during the setup process (called Student ID, Employee ID).
- Use your Office 365 Username (StarID@minnstate.edu (employee) or StarID@go.minnstate.edu (student)), for the email address.

Parents, friends of the college(s) and members of the greater community: use this portal to sign up for Star Alert messages from Anoka-Ramsey Community College and Anoka Technical College.

Please contact
ITHelpdesk@anokaramsey.edu or
ITHelpdesk@anokatech.edu with questions.

Email:

Password:

Remember me

or

- Use your **StarID** for the Identification Code.
- Use your **Office 365** user name.
 - StarID@minnstate.edu
 - StarID@go.minnstate.edu

- Click "Associate."
- Set the security questions and click "Save, then Login."

3) On the portal home page.

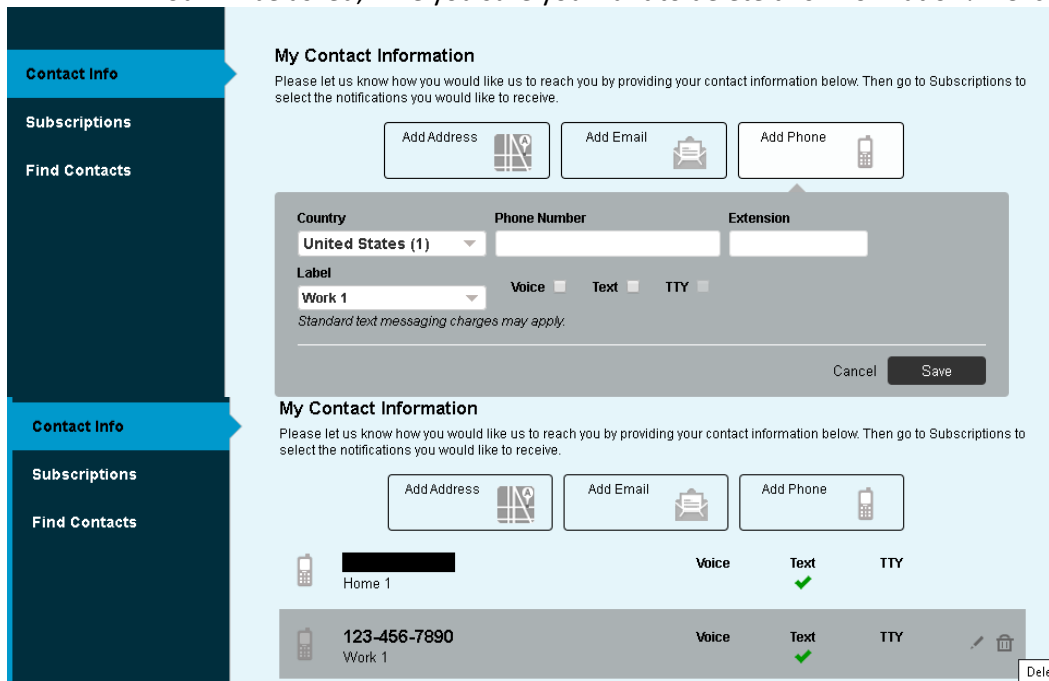
- Click on "Click Here" to manage your contact information, and subscription preferences.

4) Contact Info Tab

- It will show any contact information you currently have saved.

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- To add a contact click “Add Address, Add Email, or Add Phone.”
 - Add the information and click “Save.”
- To delete a contact highlight the contact and click the trash icon to the right.
 - You will be asked, “Are you sure you want to delete this information?” Click Ok.



5) Subscriptions Tab

- My Subscriptions tab shows your current active subscriptions.
 - You may be able to edit subscriptions.
- Click “Manage Subscriptions.”
 - Check any subscriptions you would like to subscribe to, and click “Save.”

