

How to sign up for CLC's Star Alert Portal

- ☞ Central Lakes College uses the Blackboard Star Alert system to send time-sensitive notifications to students and employees via email, voicemail and SMS/text messaging.
- ☞ Star alert messages provide students and employees with pertinent information such as campus closings due to weather and other campus emergencies.
- ☞ Star Alert is an opt-out system. There is only certain contact information that students and employees can edit.
- ☞ Editing your contact information is done by utilizing the CLC Star Alert Portal website. To sign up to use the portal you must be registered in the Star Alert System, this is done automatically when students register for classes at CLC or St. Scholastica and for employees when human resources enters their employee data into the MnSCU ISRS system. Once registered, you have the ability to sign-up to use the CLC Star Alert Portal where you can add or edit the contact information that CLC uses to send you Star Alert messages.

Portal Sign up & Login:

Step 1: Visit the portal website <https://centrallakescollege.bbcportal.com>

Step 2: Click on, "Sign Me Up!"

- Complete the registration page that opens.
 - You will need your student or employee email address.
- Create a **password**.
 - Password must be 8 characters and includes 1 number and 1 capital letter (*spaces and special characters are not permitted*).
- You will receive a confirmation email to your CLC student or employee email account from noreply@blackboard.com . Open the email and click/open the link included in this email.

Step 3: Answer Security Questions

- Once you have answered the security questions a login screen will open.

Step 4: Login into the Star Alert system

- Enter your Identification Code. **For CLC students and employees this is your "Star ID." For St. Scholastica students it is your "Student ID".**
- Click on submit and enter one piece of your contact information; **use your student or employee email address.**

Step 5: Contact Record

- The Star Alert system will display your contact record. Select the "Associate" button below the results associated with your portal account and to your Star Alert Account.

Step 6: Portal Site Login

- The system will now require you to log into the Portal Site and follow the steps to complete the registration process.
- Once you have completed the registration, you will be offered the option to confirm, add or edit your contact information. Confirm all information is correct and save.

☞ **If you need assistance:** Students contact askclc@clcmn.edu or 218.855.8000. Employees call phone ext.8200.