Setting Blackboard Connect Portal Preferences

Thank you for taking a few moments to customize your preferences for ASU Alert and Advisory. After logging into this portal, you will have full access to your account to add additional contacts, and customize specific campus locations for Advisory messages. Note: within this portal, the term “emergency” is synonymous with ASU Alert. Before starting, you will need your ASU ID number—the 10-digit number on your Sun Card/Pitchfork Card that begins with ‘1.’

In addition, you can click here to learn more about ASU’s Alert and Advisory system.

If you cannot find what you are looking for, or have technical questions, please send them to support@asu.edu.

There are two ways to connect to the portal that allows you to customize your account. Both involve first logging into My ASU. After Dec, 21, 2012, the first time you log into My ASU you will automatically receive a “pop-up” prompt that links you to the Blackboard Connect portal where you can customize your account. The “pop-up” can only be used once. You may make further changes to your account by logging into My ASU, selecting the “profile” tab across the top, and clicking on ASU Alert Update Preference at the bottom of the page.

If, you land on this page, click on the Edit contact information link to customize your account.
First time users should enter the portal on this page. If you are a repeat visitor, move to “managing subscriptions” (page 4).

- Enter your ASU ID number. (10-digit number that starts with ‘1’. This a one-time only step)
- Click Submit.

- Enter your ASU email (directory address) or mobile phone number. (One time only step)
- Click Submit.
- When prompted, click Associate. (One time only step)

- Click Next to view your current information. (One time only step)
- The voice capability is not activated at this time, but you may sign up for it now for future voice messages. Texts will be available immediately.
Managing Subscriptions

- Click Add Devices to add additional phone numbers, SMS numbers, or email addresses. Your account may contain up to 10 email address and phone numbers.
- Click on Subscriptions to manage your subscriptions or edit your preferences. To edit, hover over the information and click on the pencil icon. To delete, click on the trash can icon. (Voice is currently not an option.)
- Click Edit to edit your Subscriptions.
- Choose the campus where you would like to receive Advisory messages.
- Click Save.

- To edit your preferences, hover over the information you wish to edit to access the edit icons. Click on the blue “i” or click the pencil icon. To delete, click on the trash can icon.
- Set your preferences.
- Click Save.

You can change your preferences or subscriptions at any time by clicking “Edit Your Contact Information” on the portal page.

**Opting Out (Not recommended)**

- The user may enter 999-999-9999 for their personal information to opt out of receiving emergency text or voice messages.
- By unchecking Arizona State University under subscriptions, the user is choosing **NO** emergency or advisory messages.