


BCSC E-Alert Notification Registration

PLEASE NOTE

- *CONTACT the BCSC Webmaster if you have any trouble creating your account, logging in or if you have any questions at webmaster@bcsc.k12.in.us*
- *If you have created an account and do not receive a text message or email when BCSC sends out a notification, please log into your account and verify that your email and/or phone number are correct.*

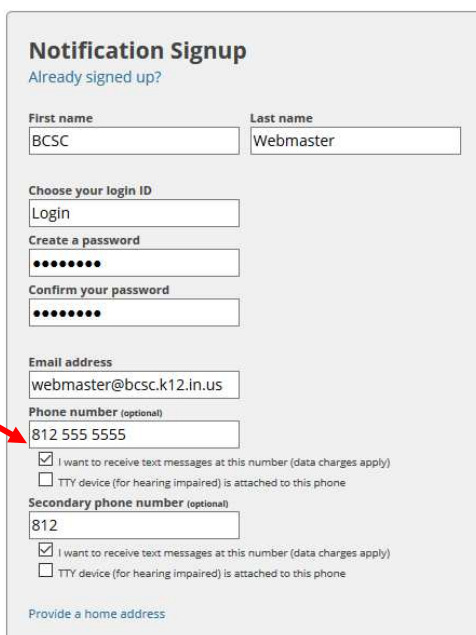
Sign Up Instructions

1. Navigate to the BCSC E-Alert Registration webpage at www.bcsc.k12.in.us/E-AlertRegistration
2. Click on the Sign Up button in the Blackboard Login image

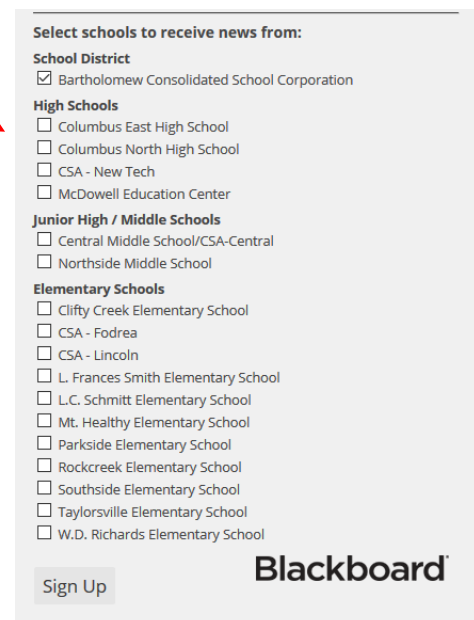


The image shows the Blackboard login and sign-up interface. At the top, it says "Blackboard". Below that are two input fields: "Login ID" and "Password". There is a "Forgot password?" link and a "Sign In" button. Below these is an "OR" separator and a large "Sign Up" button.

3. Fill in the requested information on the Notification Signup screen.
 - a. **Phone number:** When you add your cell number, the option to receive text messages will appear. Please check this box to receive text messages. If you do not check this box, you will **NOT** receive text messages.
 - b. **Select Schools**
 - c. **Sign Up**

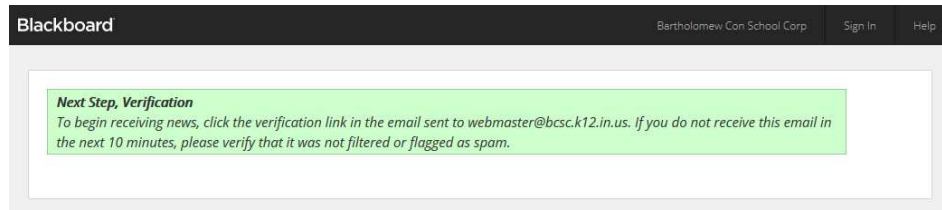


The "Notification Signup" form is titled "Notification Signup" and has a sub-header "Already signed up?". It contains several input fields: "First name" (BCSC), "Last name" (Webmaster), "Choose your login ID" (Login), "Create a password" (masked with dots), "Confirm your password" (masked with dots), "Email address" (webmaster@bcsc.k12.in.us), "Phone number (optional)" (812 555 5555), and "Secondary phone number (optional)" (812). There are two checkboxes for receiving text messages, both checked. At the bottom, it says "Provide a home address".

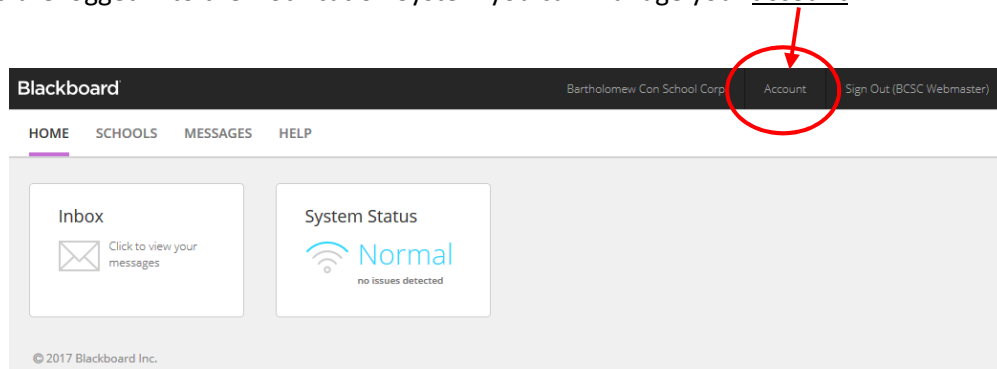


The "Select schools to receive news from:" form lists school districts and schools. Under "School District", "Bartholomew Consolidated School Corporation" is checked. Under "High Schools", "Columbus East High School", "Columbus North High School", "CSA - New Tech", and "McDowell Education Center" are listed with unchecked boxes. Under "Junior High / Middle Schools", "Central Middle School/CSA-Central" and "Northside Middle School" are listed with unchecked boxes. Under "Elementary Schools", "Clifty Creek Elementary School", "CSA - Fodrea", "CSA - Lincoln", "L. Frances Smith Elementary School", "L.C. Schmitt Elementary School", "Mt. Healthy Elementary School", "Parkside Elementary School", "Rockcreek Elementary School", "Southside Elementary School", "Taylorsville Elementary School", and "W.D. Richards Elementary School" are listed with unchecked boxes. At the bottom, there is a "Sign Up" button and the "Blackboard" logo.

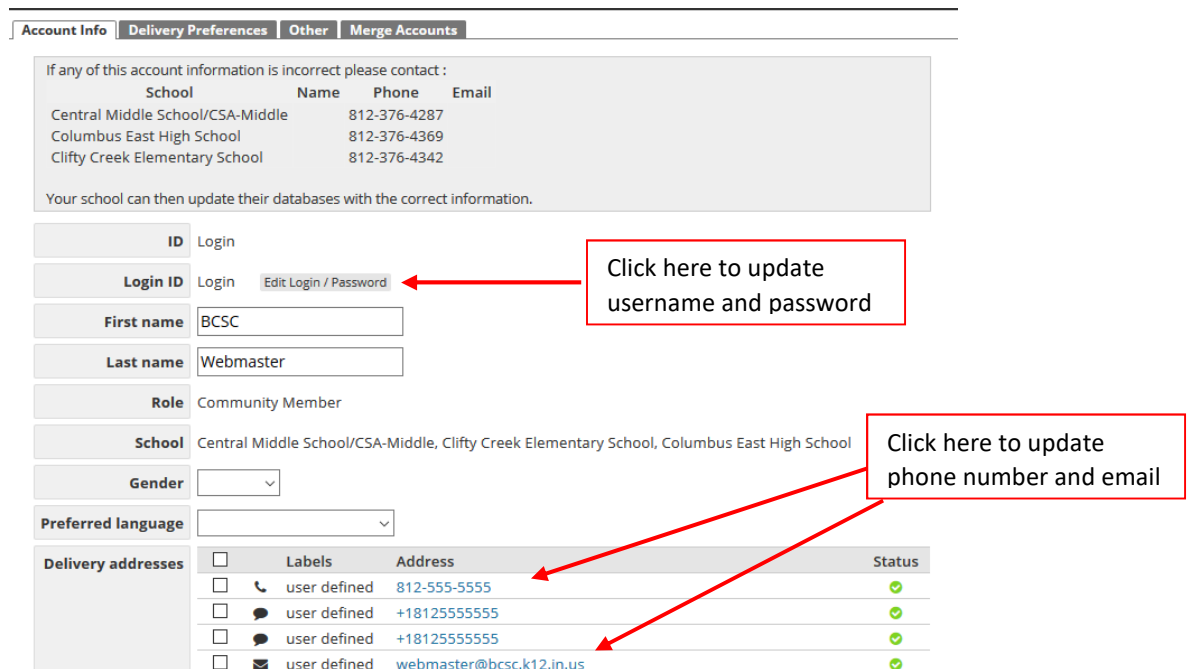
4. **Validation:** Check your email for a validation request from the system. Click on the link found in the email you receive to validate your account. This is necessary to receive emergency emails and text messages. If you do not receive a validation email from Blackboard please contact the BCSC Webmaster at webmaster@bcsc.k12.in.us



5. Once you are logged into the Notification System you can manage your **account**



- a. Change your username and/or password
- b. Update and add additional email addresses and phone numbers



Text messages are free to sign up for, but normal messaging rates apply through your cell phone provider.