



# Registering into myBulldog Alerts Portal

1. To register into the myBulldog Alerts Portal for the first time, click “Sign Me Up!”

Welcome Faculty, Staff, and Students!

First time users must click on "Sign Me Up!" located on the right to create an account. You will be asked to provide your name, AAMU email address and create a password for your new account.

By default, all faculty, staff and students are enrolled to receive **emergency alerts** based on your AAMU email and primary number provided in Self-Service Banner. To **Opt-Out** of receiving emergency alerts visit the [myBulldog Alerts information page](#).

To subscribe to outreach alerts and manage alert preferences (email, mobile, text message), click on "Login" located on the right. You will need to know information associated with your AAMU University account; phone number, A-Number and AAMU email address (**students**:emailname@bulldogs.aamu.edu and **faculty/staff**: firstname.lastname@aamu.edu).

Please make sure your contact information is up to date in Self-Service Banner to ensure you receive the most current emergency alerts. For more details visit the [myBulldogs Alerts information page](#).

Email:

Password:

Forgot your password?

Remember me

Login Sign Me Up!

2. Enter First Name and Last Name, AAMU Email address and “Create” a Password. You must “Select” the checkbox next the Blackboard disclaimer.

Click “Continue”.

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Your First Name:

Your Last Name:

Your Email:

Choose a Password:

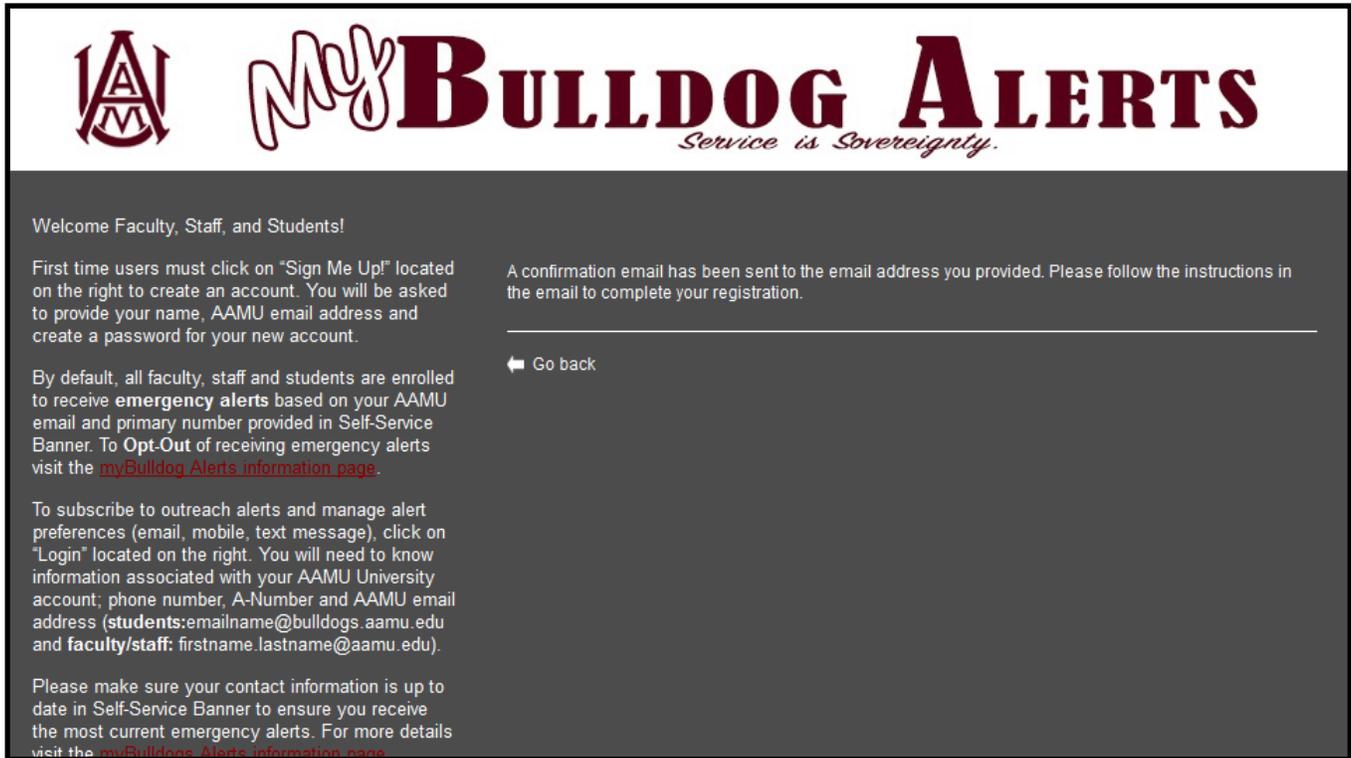
Confirm Password:

I agree to the Blackboard Connect User Agreement, which includes my consent to receive the messages I select in the site, as well as the use of cookies in connection with operating the site. More information on the use of cookies is available at the Blackboard Privacy Center.

\* All Fields Required

Go back Continue

3. Email Confirmation and Account Activation. Follow instructions sent in email sent to your AAMU email address.



**IAA** **myBULLDOG ALERTS**  
*Service is Sovereignty.*

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A confirmation email has been sent to the email address you provided. Please follow the instructions in the email to complete your registration.

◀ Go back

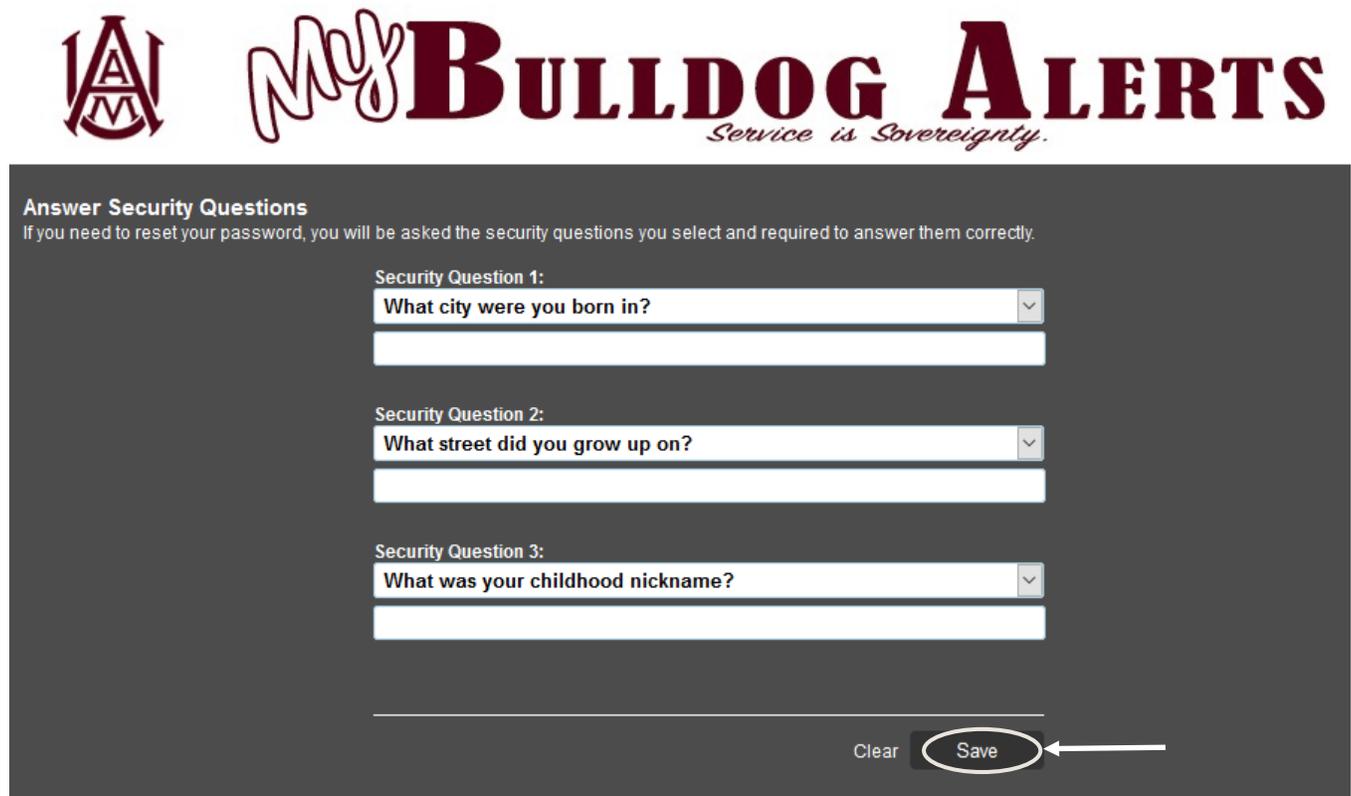
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Please make sure your contact information is up to date in Self-Service Banner to ensure you receive the most current emergency alerts. For more details visit the [myBulldog Alerts information page](#).

4. Check email account for the following address: **noreply@blackboardconnect.com** to complete registration.

Click "Save".



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**Answer Security Questions**  
If you need to reset your password, you will be asked the security questions you select and required to answer them correctly.

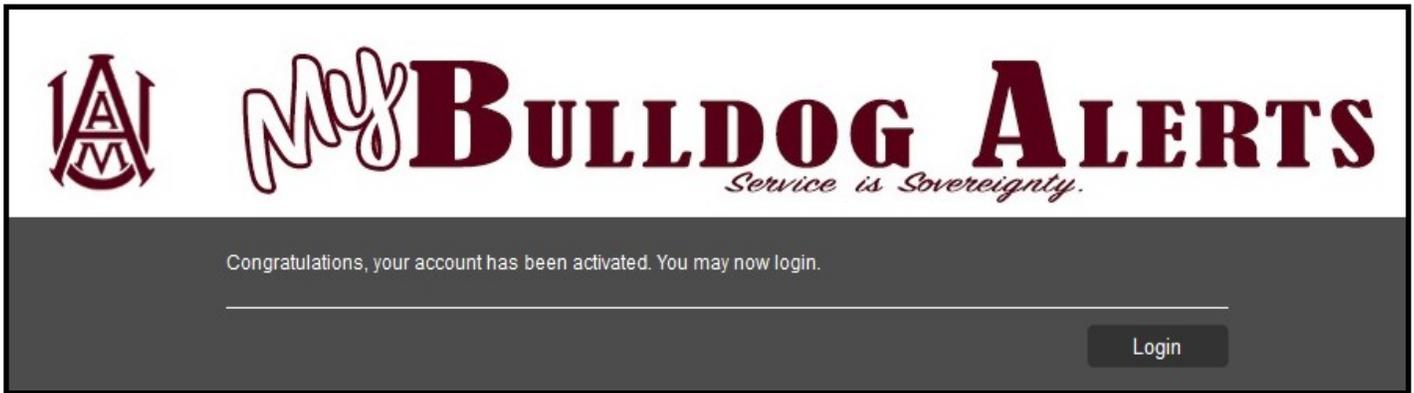
Security Question 1:  
What city were you born in?

Security Question 2:  
What street did you grow up on?

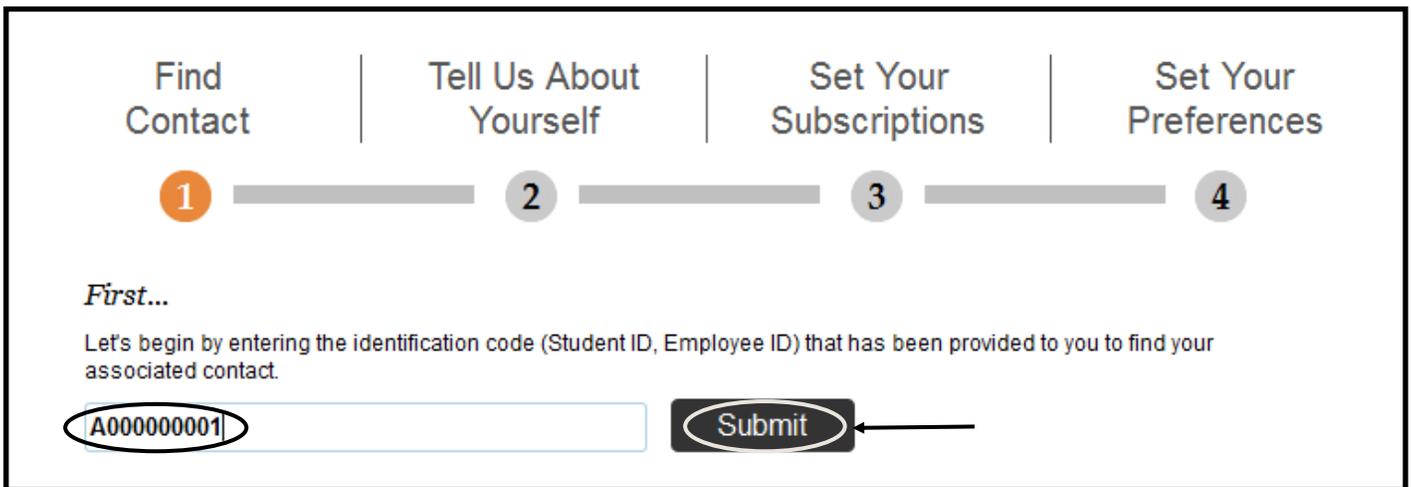
Security Question 3:  
What was your childhood nickname?

Clear

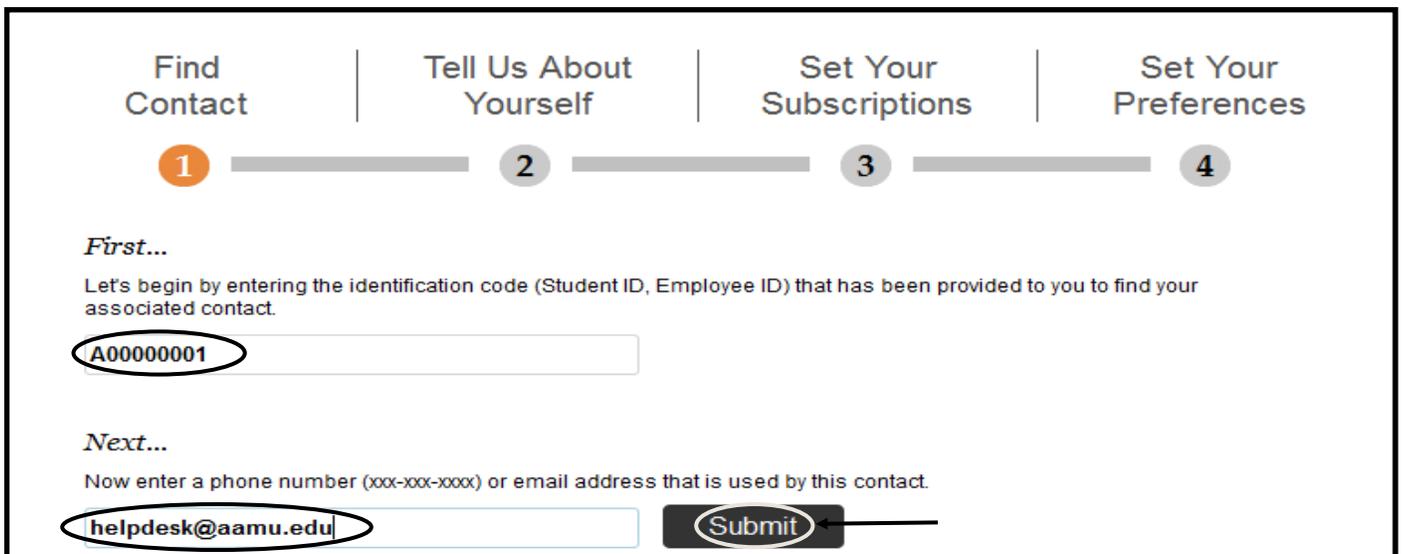
5. Click “Login” and enter your username and password you created when registering.



6. Type “A-Number” to find your preloaded account information. Click “Submit”.



7. Type “AAMU Email Address” to verify account information. Click “Submit”.



8. Click on the “Associate Tab”.

Find Contact | Tell Us About Yourself | Set Your Subscriptions | Set Your Preferences

1 2 3 4

*First...*

Let's begin by entering the identification code (Student ID, Employee ID) that has been provided to you to find your associated contact.

A0000001

*Next...*

Now enter a phone number (xxx-xxx-xxxx) or email address that is used by this contact.

helpdesk@aamu.edu

*Great! We found a contact at ALABAMA A and M UNIVERSITY*

Associate ← Note: Click “Associate” to continue.

10. Click “Next”.

Find Contact | Tell Us About Yourself | Set Your Subscriptions | Set Your Preferences

1 2 3 4

*Viewing pre-loaded data for Help Desk...*

The following data was pre-loaded by ALABAMA A and M UNIVERSITY.

Please review the contact information we have on file to be sure it is accurate. To make corrections to any read-only information, please contact the [site administrator](#) or call 256-372-4357. You may also select to apply additionally available pre-loaded contact information to your profile. Click **Next** or **Skip** to enter additional contact information manually on the next page.

**256-372-4357**  YES, this is mine  
Work 1 Receive messages in:  Voice

**helpdesk@aamu.edu**  YES, this is mine

**WARNING: Items not selected above will be excluded from communication.**

Next ← Skip

10. You can not change the information next the profile that has a **lock symbol**. You can only updates this information in **Self-Service Banner**. You can edit or delete any preferences that does not have a lock symbol associated.

Click on the “**Add Address**”, “**Add Email**” or “**Add Phone**” tabs to add, change or update information. Click “**Save**” when done.

If you change Language Preferences, click “**Save**”.

Click “**Next**”.

The screenshot displays a user profile page with four main sections: "Find Contact", "Tell Us About Yourself", "Set Your Subscriptions", and "Set Your Preferences". A progress bar at the top indicates the current step is 1, "Find Contact". Below the progress bar, a message reads: "Please let us know how you would like us to reach you by providing your contact information below." There are three buttons: "Add Address", "Add Email", and "Add Phone", each with a corresponding icon. Below these buttons, there are three rows of contact information. The first row shows a phone number "256-372-4357" with the label "Work 1" and a lock icon. The second row shows an email address "helpdesk@aamu.edu" with the label "E-mail Address" and a lock icon. The third row shows another email address "helpdesk@aamu.edu" with the label "E-mail Address" and a lock icon. To the right of the contact information, there are three options: "Voice" (checked with a green checkmark), "Text", and "TTY". A red circle highlights the lock icon on the right side of the page, with an arrow pointing to it from the right. Below the contact information, there is a section for "Language Preferences" with a dropdown menu set to "English" and a "Save" button. At the bottom right of the page, there is a "Next" button.

12. Set your subscriptions by checking the box next to the specialized groups you would like to receive, i.e. Student Activities, etc. Click “Next”.

**Note:** You cannot unsubscribe from Emergency Notifications, To completely opt-out submit the **myBulldog Alerts Opt-Out Form** or call **1-855-502-7867**, both methods will opt you out from all types of alerts.

The screenshot shows a four-step process: 1. Find Contact, 2. Tell Us About Yourself, 3. Set Your Subscriptions (current step), and 4. Set Your Preferences. A search bar with a magnifying glass icon and a 'Search' button is located below the progress bar. Below the search bar, there is a text instruction: 'Check the box next to each notification you would like to receive. Click on icon ▶ to expand/collapse lower sites and portal groups.' Below this instruction are two links: 'Expand All' and 'Collapse All'. The main content area shows a section for 'ALABAMA A and M UNIVERSITY' with a green square icon. Underneath this section are five checkboxes: 'Emergency' (checked), 'Outreach' (checked), 'ITS Alerts' (unchecked), 'Student Account Services' (unchecked), and 'Student Activities/Events' (unchecked). At the bottom right of the form, there are two buttons: 'Back' and 'Next' (which is highlighted with a white border).

**Note:** You must check the “**Outreach**” box to receive specialized alerts, i.e. Student Account Services, Student Activities, etc.

13. Edit a device by clicking on the **(Pencil Symbol) edit**. Be sure to “Save” after completing all information”.

Click “Done”.

Find Contact | Tell Us About Yourself | Set Your Subscriptions | Set Your Preferences

1 2 3 4

Search

Tell us how you would like to be reached. To indicate your preferences, mouse over each notification to edit.  
Click on icon ▶ to expand/collapse lower sites and portal groups.

ALABAMA A and M UNIVE...				
Emergency	✓	✓		
Outreach	✓	✓		edit

Back Done

15. Manage **account information, subscriptions** and **media device** preferences from the **Home Page**. Select **“Click Here”** (located in the first block); or click **“Edit Contact Information”** or by Clicking on the inverted **“Triangle”** next to your name (located in the Top Right corner of the home screen).

The screenshot shows the myBulldog Alerts Portal interface. At the top right, there is a navigation bar with a "Home" icon and a "Test User" dropdown menu. Below this is the AAMU logo and the text "myBULLDOG ALERTS" with the tagline "Service is Sovereignty." The main content area is divided into several sections:

- Welcome to the myBulldog Alerts Portal.**
- Help Desk:** A section with the text "You are currently registered to receive information from the following institutions: ALABAMA A and M UNIVERSITY" and a link "Edit contact information" circled in red. An arrow points from this link to the "Click Here" link in the left sidebar.
- RSS Feed:** Two sections, each with an RSS icon and a list of news items. The first RSS feed includes items like "Life inside the Philippines' most overcrowded jail" and "CNN goes inside packed jail". The second RSS feed includes items like "Judge: US can't punish schools resisting bathroom policy" and "GSA issues guidance for federal building".

On the left side, there is a dark grey sidebar with the following text:

Hi Test User,  
Thank you for registering with AAMU Bulldog Alerts.  
Your account email address is: helpdesk@aamu.edu.  
You may **Click Here** to manage all of your contact information and subscription preferences.  
Sincerely,  
AAMU Bulldog Alerts  
Account Administration

An arrow points from the "Click Here" link in the sidebar to the "Edit contact information" link in the Help Desk section.

15. For instructions on logging into the myBulldog Alerts Portal, see **“Logging into myBulldog Alerts Guide”** located at <http://www.aamu.edu/myBulldogalerts>.