

COLUMBIA COLLEGE

SIGNING UP FOR CCAIert



Welcome to **CCAIert**, your online tool for subscribing to emergency notification messages that matter to you most. Provided below are instructions on how to register and subscribe to messages and notifications.

Getting Started

Visit our CCAIert site and click **Sign Me Up!** You will be asked to provide your first and last name, email address and a password.

Once you have provided the information, you will receive a confirmation message to the email you've provided. Use the hyperlink provided in the email you receive to confirm your email address and log into your account.

The image shows two overlapping screenshots of the registration process. The top screenshot is a registration form with fields for "Your First Name", "Your Last Name", "Your Email", "Choose a Password", and "Confirm Password". Below these fields is a checkbox for agreeing to the Blackboard Connect User Agreement. The bottom screenshot is titled "Answer Security Questions" and contains three questions: "What was the name of your first pet?" (with a dropdown menu showing "Fido"), "What is the name of the first school you attended?", and "What was your High School mascot?". There are "Clear" and "Save" buttons at the bottom right.

Establish Security Questions

Use the pull-down menus to select a security question and provide the answer to the question in the field below. These will be used to verify your identity in case you need to reset your password.

Find Contact

Columbia College students-enter your W-identification number to obtain your contact information. Enter your W-number followed by a dash and CC (ex. 1234567-CC).

Columbia College employees-enter your Colleague identification number to obtain your contact information.

Family and Community members-"Find contact" information step not applicable. An identification number is not required.

Click Next to continue to provide a phone number or email address that is associated with the ID number you provided. The information you provide **MUST MATCH** the information we have on file.

When you're done, click Next and you will be asked to confirm the information you've entered.

Click **Associate** when you're finished

The image shows a "Find Contact" form with a progress indicator at the top showing four steps: 1 (Find Contact), 2 (Tell Us About Yourself), 3 (Set Your Subscriptions), and 4 (Set Your Preferences). The form has three sections: "First..." with a text input field containing "W7054321"; "Next..." with a text input field for a phone number or email address; and "Great! We found a contact..." with a dropdown menu showing "Mother" (selected), "Father", and "Guardian", and an "Associate" button. The text "(CONNECT 5.0 TEST TRAINING ID)" is visible in the background.

Tell Us About Yourself

Provide your home or business address under the **Add Address** button. Remember to mark all required fields marked with a red asterisk.

When you're done, click **Confirm** to validate your address using a map. Confirm the location of your address or move a pin on a map to adjust the location, if necessary. Click **SAVE** when you're done.

Use the **Add Email** and **Add Phone** buttons to add or change your email and phone number.

When you're finished, click **Continue**.

Set Your Subscriptions

Use the checkboxes to subscribe to the message topics that are available on your screen. You can subscribe to more than one message, however, you cannot opt-out of receiving Emergency Messages.

Set Your Preferences

Tell us how you would like to receive your messages. Click the message topic you have subscribed to on the *Set Your Preferences* screen and use the checkboxes to indicate where whether you want your message sent to your email or to your phone by voice or SMS message.

For example, you can set your preferences to receive any emergency message as a phone call or SMS message and have Event Reminders sent to your email address.

Click **Save** when you're done.