

## EMERGENCY NOTIFICATION

LACC has now activated the Emergency Notification portal through Blackboard Connect. All Faculty, Staff and Students have been added to the system, using your college email and phone number. We are encouraging all employees to provide additional contact information to use in case of an emergency, including additional email addresses and phone numbers (cell and/or home). The process to add additional phone numbers or email addresses will take less than 5 minutes. Please follow these 11 steps ([Illustrated Guide Here](#)):

1. Click this link <https://lacc.bbcportal.com>
2. Click "Sign Me Up" to create an account
3. Answer the 5 questions and check the user agreement box
4. A confirmation email will be sent to you and follow that link
5. Select and answer three (3) security questions
6. After successfully completing Step 5, you will be able to log in
7. The Identification Code is your six or 7 digit employee number
8. It will ask you for your email or phone number. This is the email or phone number that is on file with the Human Resource office for you
9. Click ASSOCIATE
10. The next series of steps you will be asked to confirm the information on file, add additional contact information and edit existing information
11. You can opt out of "Outreach" notifications (IE. general school announcements) but you cannot opt out of future emergency notifications.

You can also download the free Blackboard MyConnect App for your smart phone. <https://itunes.apple.com/us/app/blackboard-myconnect/id575910789?mt=8>

Thanks to mobility, you can stay connected no matter where you go. Now with the Blackboard MyConnect™ smartphone app, you can:

- Get push notifications whenever you receive an alert via voice, email or SMS
- Review past messages sent to you
- Subscribe to specific topics and types of messages
- Update your contact information
- Set device and mode preferences

If you have any questions or difficulty logging into the portal, please email [admissions@lacitycollege.edu](mailto:admissions@lacitycollege.edu) your

1. Full Name
2. Employee Number
3. In the Subject line enter: BLACKBOARD PORTAL ISSUE
4. A phone number where we can reach you, and
5. Describe the issue

We will return your inquiry as soon as possible.