LC Alert Employee Registration Instructions

Log into LC Alerts at **www.louisburg.edu/lcalertsportal** to verify or add your contact information. If you have not logged in before, you will need to register using your employee email address and Associate ID number.

Follow the steps below to help guide you through the registration process.

STEP ONE:
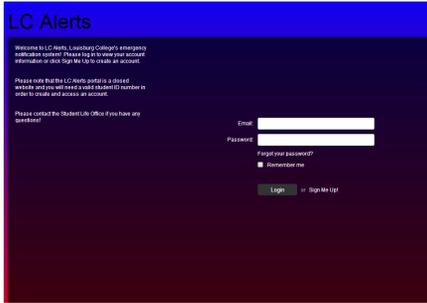
Click "Sign Me Up"

STEP TWO:
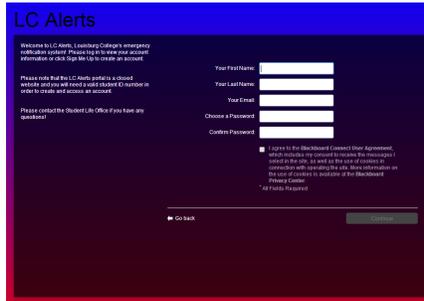
- Enter requested information (use Louisburg College email address - @louisburg.edu).
- You will create your password – remember what it is so that you can login as needed to update your contact information.
- Once complete, click "Continue".

STEP THREE:

- Log in to your Louisburg College email and open the email from Blackboard Connect.
- Click on the link provided in the email (it should take you to the screen below).
- Answer the security questions provided and click "Save".

STEP FOUR:
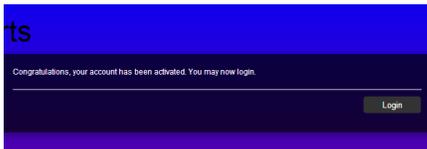
Click "Login"

STEP FIVE:
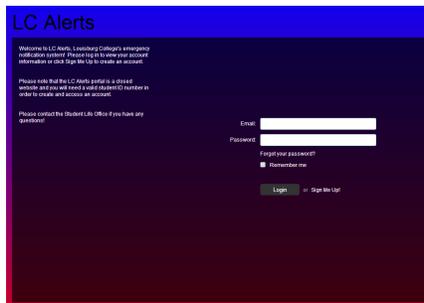
Enter your Louisburg College email address and the password you created in **STEP TWO** and click "Login".

STEP SIX:
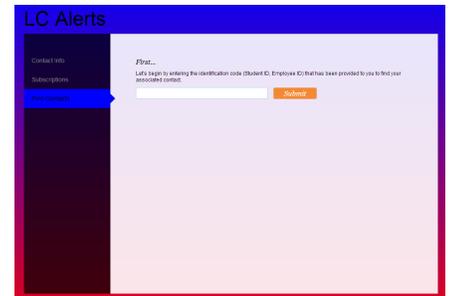
Employees: Use the Associate ID number found in your ADP portal. Note: employee ID **IS NOT** the number on your employee ID Card.

STEP SEVEN:

Enter your Louisburg College email address (@louisburg.edu).

STEP EIGHT:

- Click "Associate"
- Follow the on-screen instructions from this point to add/update your contact information and account settings.

STEP NINE:
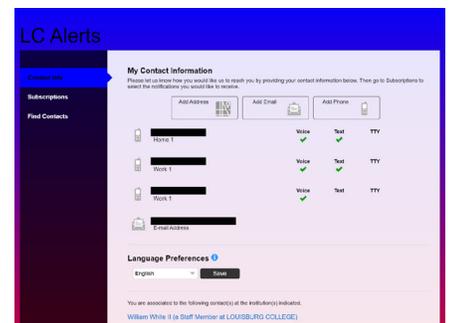
Under your Name at the top right corner, select Contact Info to enter your contact information and desired delivery methods (voice, text, TTY).