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 FIVE:



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

STEP EIGHT:

Contact Info Subscriptions Find Contacts	First (art logs to entropy the derification color Student C. Englave C. Itadhan tere prodecto you to find your anomal context
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- Click "Associate"
- Follow the on-screen instructions from this point to add/update your contact information and account settings.

STEP THREE:

LC Alerts	
Answer Security Questions If you need to reset your password, you v	vil be asked the security questions you select and required to answer them correctly.
	Security Question 1:
	What city were you born in?
	What street did you grow up on?
	Security Question 3:
	What was your childhood nickname?
	Clear Save

- 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 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 NINE:

Contact Info	My Contact Information Please let us know how you would like us to reach you by providing your contact information below. Then go to Euleocription	o to
Subscriptions Find Contacts	Add Address	
	Home 1 Velce Test TTV	
	Voice Test TTY	
	Work 1 Vices Test TTY	
	E Grant Actres	
	Language Preferences 0	
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Under your Name at the top right corner, select Contact Info to enter your contact information and desired delivery methods (voice, text, TTY).

STEP FOUR:



Click "Login"

STEP SEVEN:



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