
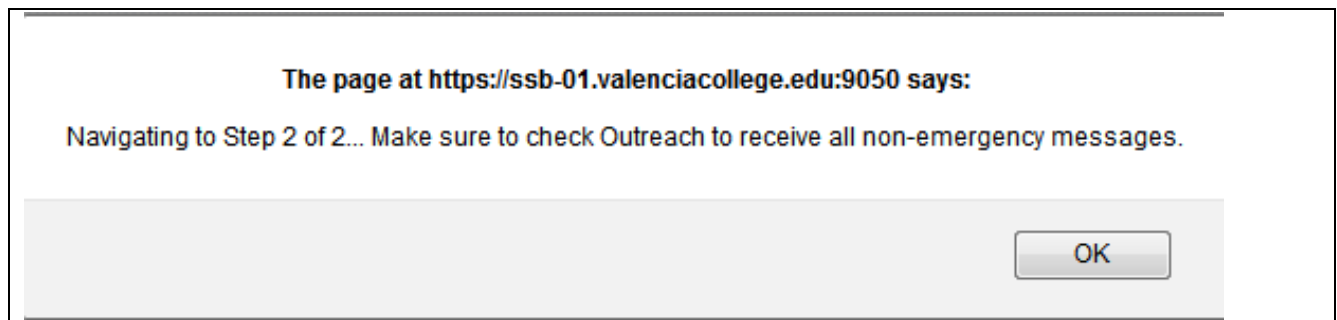


All Valencia students are automatically enrolled to receive emergency alerts. You may also opt in to receive “outreach messages”—reminder alerts from the business office, financial aid and others that can be sent to you via text message or personal email. To manage your settings for emergency alerts and/or outreach messages, follow the instructions below.

1. Log into your **Atlas** account.
2. On the **My Atlas** tab, click on **Update Your Contact Information** in the **Valencia Alerts** channel.
3. Review the information that displays on the **Valencia Alerts** page and make any necessary updates or corrections to your Contact Information.
4. Click on the **Go to Step 2 of 2—Update your Alerts Info** button:



5. Click OK when prompted and you will be directed to the Blackboard Connect website:



6. Your Contact Information will be displayed as well as a list of the Notifications you have subscribed to receive:

VALENCIA ALERTS
Emergency Messaging System

My Contact Information
Please let us know how you would like us to reach you by providing your contact information below. Then go to Subscriptions to select the notifications you would like to receive.

407-582-5000
Work 1

catlas@yahoo.mail.com
E-mail Address

Language Preferences

English [Save]

You are associated to the following contact(s) at the institution(s) indicated.

[Charli Atlas \(VALENCIA COLLEGE\)](#)


7. To add or remove a Notification subscription, click on **Subscriptions** on the left:

My Subscriptions Manage Subscriptions

Tell us how you would like to be reached. To indicate your preferences, mouse over each notification to edit.

| Subscription | Voice | Email | Text | Action |
|--|-------|-------|------|--------|
| VALENCIA COLLEGE Outreach | ✓ | ✓ | ✓ | edit |
| VALENCIA COLLEGE Winter Park Campus Alerts | ✓ | ✓ | ✓ | edit |

a. To unsubscribe to a Notification:

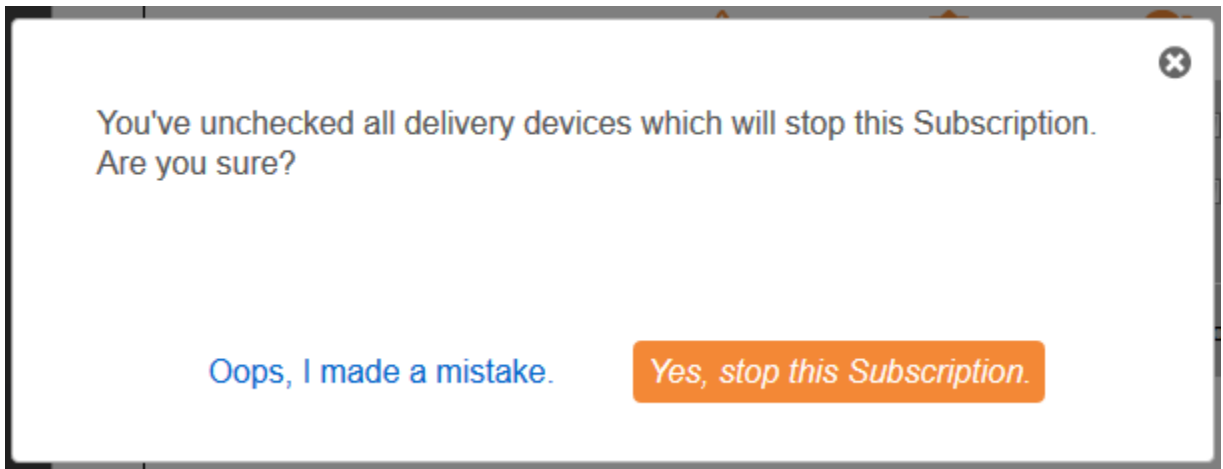
- i. Click on the edit icon ( edit)
- ii. De-select all of the communication types—voice, email, and text—by clicking in the boxes and click Save:

Outreach All Voice All Email All Text

Receive important, non-emergency, outreach messages about your community. 407-582-5000 catlas@yahoo.m... 407-582-5000

Cancel Save

- iii. You will receive a confirmation message, click **Yes, stop this Subscription**:



- iv. You will no longer receive Notifications from that Subscription.
- b. To add a Subscription:
 - i. Click on the Manage Subscriptions tab:

My Subscriptions

Manage Subscriptions

ii. Select the Notification(s) you would like to add:

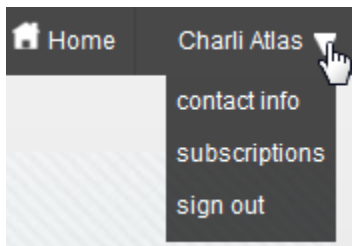
- VALENCIA COLLEGE
 - Emergency
 - Outreach
 - District Office Alerts
 - East Campus Alerts
 - Lake Nona Campus Alerts
 - Osceola Campus Alerts
 - School of Public Safety Alerts
 - West Campus Alerts
 - Winter Park Campus Alerts
- VALENCIA COLLEGE ADMISSIONS
 - Outreach
- VALENCIA COLLEGE BUSINESS OFFICE
 - Outreach
- VALENCIA COLLEGE STUDENT AFFAIRS
 - Outreach
- VALENCIA COLLEGE TRANSITIONS PLANNING
 - Outreach

iii. Click Save ().

8. You will be returned to the **My Subscriptions** tab where you can edit the types of communications—voice, email, text—you receive for the Notification you just subscribed to:

| | | | |
|------------------------|--|---|--|
| Downtown Center Alerts | <input checked="" type="checkbox"/> All Voice | <input checked="" type="checkbox"/> All Email | <input checked="" type="checkbox"/> All Text |
| Downtown Center Alerts | <input checked="" type="checkbox"/> 407-582-5000 | <input checked="" type="checkbox"/> catlas@yahoo.m... | <input checked="" type="checkbox"/> 407-582-5000 |

- To log out of Blackboard Connect, click the down arrow next to your name in the upper right corner of the screen and select **sign out**:



- Your Atlas session may still be active in another tab on your browser. Return to Atlas and either sign out of Atlas or continue on to register for classes.