LC Alert Student 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 student email address and student ID number.

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

STEP ONE:
Click "Sign Me Up"

STEP TWO:
- Enter your LC student email address (ex. aname@louisburg.edu).
- Create a password
- Once complete, click "Continue".

STEP THREE:
- Check your LC student email to verify your account with BlackBoard (it may take several minutes for the email to arrive in your inbox)
- Click on the link provided in the email.
- Answer the security questions provided and click "Save".

STEP FOUR:
Click "Login"

STEP FIVE:
Enter your LC student email address and password you created in **STEP TWO** and click "Login".

STEP SIX:
Type the last five digits of your student ID (found on your Student ID Card).

STEP SEVEN:
Enter your Louisburg College email address.

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).