

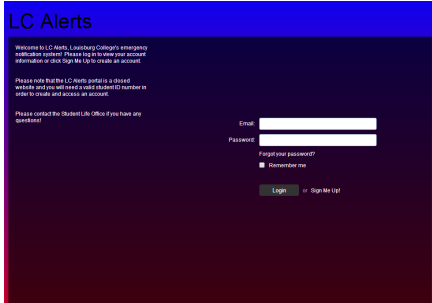
LC Alert Student Registration Instructions

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 registration process.

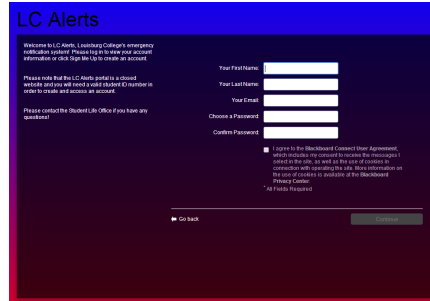


STEP ONE:



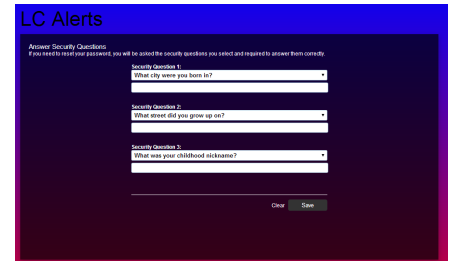
Click "Sign Me Up"

STEP TWO:



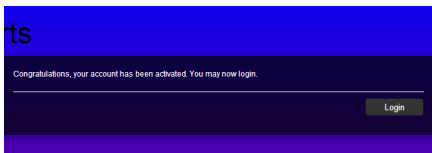
- Enter requested information (use Louisburg College email address - @louisburg.edu).
- You will create your password – remember what it is so that you can login as needed to update your contact information.
- Once complete, click “Continue”.

STEP THREE:



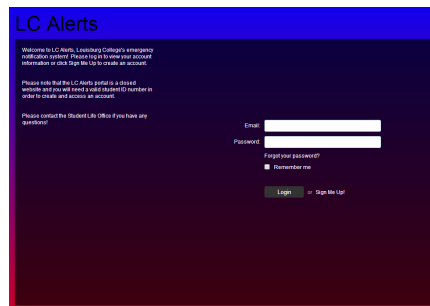
- Log in to your Louisburg College email and open the email from Blackboard Connect.
- Click on the link provided in the email (it should take you to the screen below).
- Answer the security questions provided and click “Save”.

STEP FOUR:



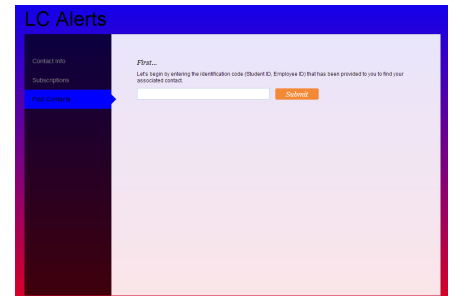
Click "Login"

STEP FIVE:



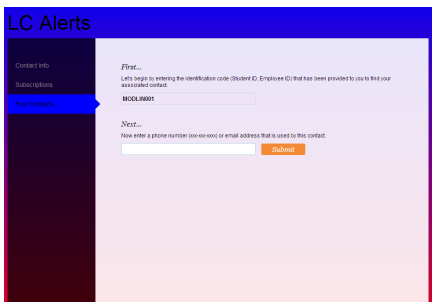
Enter your Louisburg College email address and the password you created in **STEP TWO** and click “Login”.

STEP SIX:



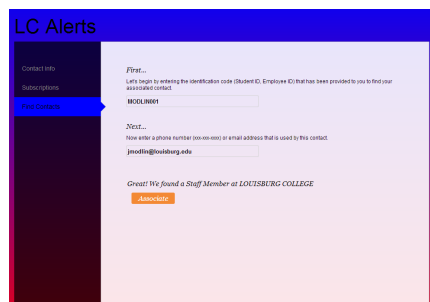
Type the last five digits of your student ID (found on the reverse of your Hurricane Card).

STEP SEVEN:



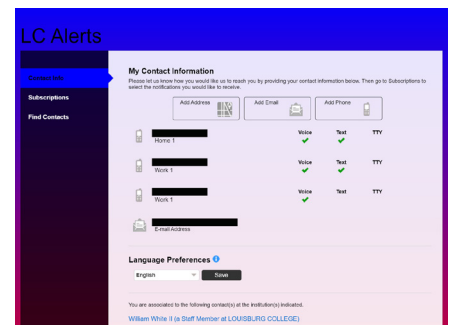
Enter your Louisburg College email address (@louisburg.edu).

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).