Following are the steps for setting up your account and contact information in the MBTS Alert System. Please complete every step.

Visit https://14034705142012.bbcportal.com/ and choose “Sign Me Up!”

Fill out the form that appears and choose Continue

After receiving the confirmation email, click the link contained in the email. You will be taken to a page to enter security questions. After completing the page click Save.
You will then see a confirmation page. Choose **Login**

After logging in you will see the home page for the MBTS Alert system. In the center of the page is a link to manage your contact information. Select the link **Click Here**

Enter your Employee ID Number, this can be located on your paystub and choose **Submit**
Next, enter either your desk phone number or your seminary issued, staff email address and choose Submit

Choose Associate

Great! We found a contact...

Associate

Verify the contact information that was pre-loaded in the system and choose Next.

If you desire to add additional methods of contact, you may do so on this screen by choosing Add Device. If you choose to enter a home address, this information can be used to alert to imminent weather threats in the Kansas City metro that may affect you (or exclude you from receiving these notifications if you do not live in the metro).
You have now completed the setup process.

If you have any questions with the process, please contact the MBTS Helpdesk and we will be glad to assist you with this process.

MBTS Helpdesk
(816) 414-3763
helpdesk@mbts.edu