The MBTS Emergency Alert System will provide you with warnings for events affecting your safety on or near the MBTS campus. To sign up for these alerts you must complete the following steps.

NOTE: ALL steps must be completed, or your account will not be properly configured.

You are encouraged to include contact information for family or other loved ones so that they can be notified in the event of an emergency.

1. If this is your first time in the system, follow these steps.

1. Visit http://mbts.bbcportal.com/ and choose **"Sign Me Up!"**
2. Fill out the form that appears and choose **Continue**
3. You will receive a confirmation email in the account you provided on the previous form. Click the link in that email and provide answers to the security questions on the page that comes up. When you're done with this step click **Save**
4. You will see a confirmation page, but you're NOT done yet. Click **Login**
5. The first time you login you will be presented with a screen to associate your account properly with MBTS. Enter your full Student ID number and choose **Submit**
6. Next enter your student email address and choose **Submit**
7. Choose **Associate** to link your account with MBTS.
8. Follow the prompts to enter/verify your contact information. (The Outreach Subscription option is used for non-critical/life-threatening notices such as weather related school closures).
9. Once all contact information has been verified/added you have completed the process.

2. If you have previously registered for the MBTS Emergency Alert System, follow these steps to verify your contact information.

1. Visit http://mbts.bbcportal.com/ and **Login**
2. After logging in, choose the option **Edit Contact Information** near the bottom of the right hand column.
3. Once all contact information has been verified/added you have completed the 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