

# BLACKBOARD CONNECT

## Personal Information Update Reference Card

Please update your information in Web Advisor to ensure that you get voice, text and/or email notifications when emergencies occur and notices are sent out. If your information is not updated, you may not receive the notification or critical information that will help or assist you during an emergency. Create a technical support help ticket if you cannot update your information (see Directions below).

Web Advisor is open to faculty and staff for update of emergency phone numbers, personal email address and mailing address. We are asking at this time that you take the opportunity during your busy schedule to update your information to ensure that you get voice, text and/or email notifications when emergencies on campus occur and notices are sent out.

### You can access Web Advisor from your college website home page:

#### SBVC:

Click "WebAdvisor" from "Quick Login" drop-down menu

#### CHC:

Click "WebAdvisor" from "Logins" drop-down menu

or directly via:

#### SBVC

#### CHC

### Definitions:

- **Datatel ID:** This is a 7 digit number used as a primary indexing value for all of your information in the Datatel system. You will need this to find out what your WebAdvisor login ID is if you don't know it already.
- **College ID:** Same as Datatel ID.
- **Web Advisor ID:** For faculty and staff, this is the ID you use to log into your computer on campus (your network login ID). NOTE: All characters are lower case.
- **Web Advisor:** Self-service personal information portal

### Directions:

- First login by clicking the "LOG IN" link at the top or bottom of the Web Advisor home page. The left side of the page provides some helpful information to assist first-timers in the login process. Your ID and password are the same as your network login ID and password. Your network login ID is generally the first initial of your first name followed by your last name.
- When you are properly logged in you should see your name displayed after the word "Welcome" on the left at the top. If your name is not displayed, you are not properly logged in and should contact the help desk at **(877) 241-1756** or enter a ticket on the help desk portal ([STAC Web site](#)) ensuring you identify the problem as a faculty or staff Web Advisor login issue.
- After getting logged in, click the "Employees" box on the right. Note: If the "Employees" box is not colored (if it is gray & black) you are not logged in or set up correctly. In this case you should contact the help desk at **(877) 241-1756** or enter a ticket on the help desk portal ([STAC Web site](#)) ensuring you identify the problem as a faculty or staff Web Advisor setup issue.
- When you get into the employee menu, click the "Contact Information" option at the top left of the menu.

- Add or update all phone numbers, especially your cell phone.
  - Use "SMS" to receive text message and/or voice messages.
  - Use "CELL" to receive only voice messages.
- Add or update your personal email address
- If you wish you can update your address but remember to ensure HR has the new address as well!
- Submit the contact information form (click the SUBMIT button)
- Log off

If you are not able to update your information for any reason, please create a help desk ticket by contacting the help desk at **(877) 241-1756** or enter a ticket on the help desk portal ([STAC Web site](#)) and specify in as detailed a manner as possible what the problem you encountered was. DCS can then follow up with a correction. Please do not call DCS directly.

**These changes affect only Datatel and will NOT be translated to the HR or Payroll systems. If you need to update address, phone or email in one of those systems, please contact HR.**