

City of Waxahachie

Emergency Notification Information & Registration Instructions

As a service to our citizens, the City of Waxahachie provides emergency notifications through a mass notification system called Blackboard connect. This system provides a fast and effective method for the City to warn and inform the public regarding situations or emergencies that may have the potential to compromise the safety/welfare of our citizens. The content of an emergency notification message may include (but is not limited to) the following:

- Type of emergency situation (tornado, chemical spill, active police scene, etc.)
- Specific area/neighborhood of concern
- Safety instructions (take cover, shelter-in-place, evacuate, etc.)

The City's first priority is the safety and welfare of our citizens. Staying informed and being aware of unsafe conditions/situations in your local area is a fundamental element in being able to make decisions that will keep yourself and your family safe.

****We strongly encourage all citizens to register for this service!****

This document provides detailed instructions that will guide you through the registration process for the City's emergency notification system. It also outlines the steps for managing your subscription and customizing your notification preferences.

Please note:

This system is solely operated by the City of Waxahachie and its use is strictly reserved for sending important warnings and notifications to our citizens pertaining only to our immediate geographical area. Subscribers will not receive frequent and unnecessary messages/notifications.

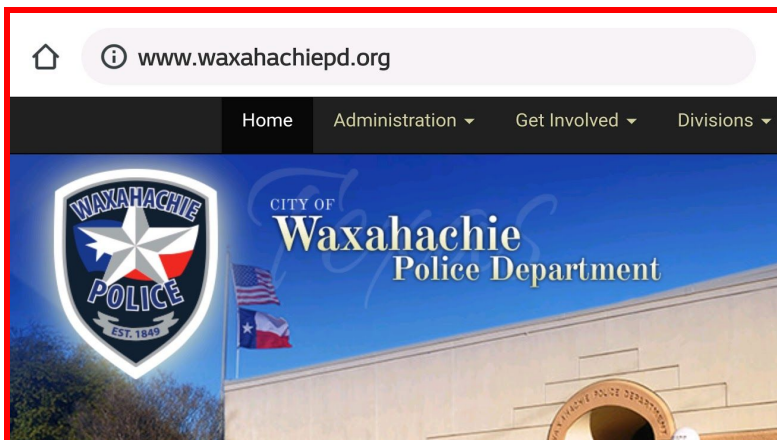
For questions or assistance with registration, please contact:

*City of Waxahachie
Office of Emergency Management
(469) 309-4417 or (469) 309-4418*

Registration Instructions

Please complete the following registration instructions to start receiving emergency notifications from the City of Waxahachie.

***Type www.waxahachiepd.org in the address bar of your internet web browser*
(This will take you to the Waxahachie Police Department's home page)**



***Choose "Emergency Notification" from the options on the left*
(This step will direct you to <http://waxahachie.bbcportal.com/entry>)**



Click "Sign Me Up!"

City of Waxahachie

Welcome to the City of Waxahachie Resident Portall

Email:

Password:

Password required to access account.

[Forgot your password?](#)

Remember me

Login or **Sign Me Up!**

Fill in each text field with your information, click the check-box to agree to the Blackboard Connect User Agreement, and click "Continue"
(Password must be at least 8 characters, include 1 lower-case letter, 1 capital letter, and 1 number - No spaces or special characters)

City of Waxahachie

Welcome to the City of Waxahachie Resident Portall

Your First Name:

Your Last Name:

Your Email:

Choose a Password:

Confirm Password:

I agree to the Blackboard Connect User Agreement, which includes my consent to receive the messages I select in the site, as well as the use of cookies in connection with operating the site. More information on the use of cookies is available at the [Blackboard Privacy Center](#).

* All Fields Required

[Go back](#)

[Continue](#)

This screen confirms that your information was accepted and that a confirmation email with further instructions will be sent to the email address you provided

City of Waxahachie

Welcome to the City of Waxahachie Resident Portal!

A confirmation email has been sent to the email address you provided. Please follow the instructions in the email to complete your registration.

[Go back](#)

When you receive the confirmation email, open it and click the provided link to complete activation of your account
(Please note: It may take several minutes to receive this email. If you do not receive it, check your "spam" or "junk" folder)

Blackboard Connect: Account Activation Inbox x



noreply@blackboardconnect.com

to me ▾

Greetings Test,

Thank you for registering for a Blackboard Connect user account. To activate your new account, simply follow the link below:

<https://waxahachie.bbcportal.com/Activation/ConfirmationCode?code=72637889-b747-48d2-8e3f-eb710d084ccc>

Thanks,
Blackboard Connect

Reply

Forward

Choose 3 security questions from the drop-down menus, provide an answer for each question, and click "Save"

The screenshot shows a dark blue header with the City of Waxahachie logo and name. Below the header, the text "Answer Security Questions" is displayed, followed by a sub-header "If you need to reset your password, you will be asked the security questions you select and required to answer them correctly." There are three security question sections, each with a dropdown menu and a text input field. The questions are: "What city were you born in?", "What street did you grow up on?", and "What was your childhood nickname?". At the bottom right, there are "Clear" and "Save" buttons.

This screen confirms your account activation - Click "Login"

The screenshot shows a dark blue header with the City of Waxahachie logo and name. Below the header, the text "Congratulations, your account has been activated. You may now login." is displayed. At the bottom right, there is a "Login" button.

Enter the email and password you provided during the registration process and click "Login"

City of Waxahachie

Welcome to the City of Waxahachie Resident Portal!

Email: waxahachietest@gmail.com

Password:

[Forgot your password?](#)

Remember me

Login or Sign Me Up!

Enter your address and click "Next"




City of Waxahachie

Contact Info

Subscriptions

Tell Us About Yourself | Set Your Subscriptions | Set Your Preferences

1 2 3

Add Address  Add Email  Add Phone 

This website requires an address

Label: Home Country: United States

* Line 1

Line 2


* City


County

* State: -- Select -- * Zip Code

An * indicates a required field.

Next

 waxahachietest@gmail.com
E-mail Address

Language Preferences 

English Save

Verify your address and map location and click "Save"

Tell Us About Yourself

Set Your Subscriptions

Set Your Preferences

1

2

3

Add Address



Add Email



Add Phone



Verify Your Address

Verify your selected address on the map. You may also drag the pin to approximate your location, or pick a suggested address from the dropdown list.

Selected address:

630 Farley Street
Waxahachie, TX 75165
TX



Lat: 32.3929 Long: -96.8321

Back

Save



waxahachietest@gmail.com

E-mail Address

Click "Add Phone"

Tell Us About Yourself | Set Your Subscriptions | Set Your Preferences

1 ————— 2 ————— 3

Add Address Add Email **Add Phone**

waxahachietest@gmail.com
E-mail Address

630 Farley Street
Waxahachie, TX 75165
TX
United States
Home Address

Language Preferences ⓘ
English Save

Enter phone number (with no dashes) and choose a label from the drop-down menu

Tell Us About Yourself | Set Your Subscriptions | Set Your Preferences

1 ————— 2 ————— 3

Add Address Add Email Add Phone

Country: United States (1) Phone Number: 4693094418 Extension: []

Label (circled in red): Home 1 (selected)

Home 1
Work 1
Mobile 1
Home 2
Work 2
Mobile 2
Home 3
Work 3
Mobile 3

Cancel Save

Choose message delivery preference(s) and click "Save"
(You may choose one or more options)

Voice:

Receive a phone call with a recorded message/notification

Text (available for mobile phones only):

Receive a notification by text message

****Important****

You may receive limited information with the "Text" option due to message character limits. To ensure a complete message, choose the "Voice" option in place of or in addition to the "Text" option**

The screenshot shows a three-step process: 1. Tell Us About Yourself, 2. Set Your Subscriptions, and 3. Set Your Preferences. The 'Set Your Preferences' step is currently active. Below the progress bar are three buttons: 'Add Address', 'Add Email', and 'Add Phone'. The 'Add Phone' button is selected, opening a form with the following fields:

Country	Phone Number	Extension
United States (1)	4693094418	

Below the phone number field, there are three options: 'Voice' (checked), 'Text' (checked), and 'TTY' (unchecked). A note below these options states: 'Standard text messaging charges may apply.' At the bottom of the form are 'Cancel' and 'Save' buttons.

Below the form, the user's email address is listed as 'waxahachietest@gmail.com' (E-mail Address). The home address is listed as '630 Farley Street, Waxahachie, TX 75165, TX, United States' (Home Address).

You may add additional addresses, email addresses, and/or phone numbers to your account - choose the relevant tab, enter the information, choose the delivery preferences, and click "save"

Verify that all addresses, email addresses, and phone numbers that you entered appear on this screen, check them for accuracy, then click "Next"

Tell Us About Yourself | Set Your Subscriptions | Set Your Preferences

1 2 3

Add Address Add Email Add Phone

469-309-4418
Mobile 1

Voice Text TTY

waxahachietest@gmail.com
E-mail Address

630 Farley Street
Waxahachie, TX 75165
TX
United States
Home Address

Language Preferences ⓘ

English Save

Next

***Check the box next to "CITY OF WAXAHACHIE" and click "Next"*
(This will automatically check the "Emergency" and "Outreach" boxes.
If you only want to receive "Emergency" notifications, unselect "Outreach")**

Tell Us About Yourself | Set Your Subscriptions | Set Your Preferences

1 ————— 2 ————— 3

Search

Check the box next to each notification you would like to receive. Click on icon ▶ to expand/collapse lower sites and portal groups.

[Expand All](#) | [Collapse All](#)

CITY OF WAXAHACHIE

Please tell us about yourself. ⓘ

I am a Resident (I live here) Business (I work here) Other

Emergency

Outreach

Back Next

You may click "edit" if you need to edit notification preferences, then click "Next"

Tell Us About Yourself | Set Your Subscriptions | Set Your Preferences

1 2 3

Search

Tell us how you would like to be reached. To indicate your preferences, mouse over each notification to edit. Click on icon ▶ to expand/collapse lower sites and portal groups.

CITY OF WAXAHACHIE	Phone	Email	Text	
Emergency	✓	✓	✓	
Outreach	✓	✓	✓	edit

Back Done

This is your account homepage - Click the "Home" button at the top of the screen to return to this page at any time

Home Test Test

City of Waxahachie

Hi Test Test,
Thank you for registering with City of Waxahachie.
Your account email address is: waxahachie1etest@gmail.com.
You may [Click Here](#) to manage all of your contact information and subscription preferences.
Sincerely,
City of Waxahachie
Account Administration

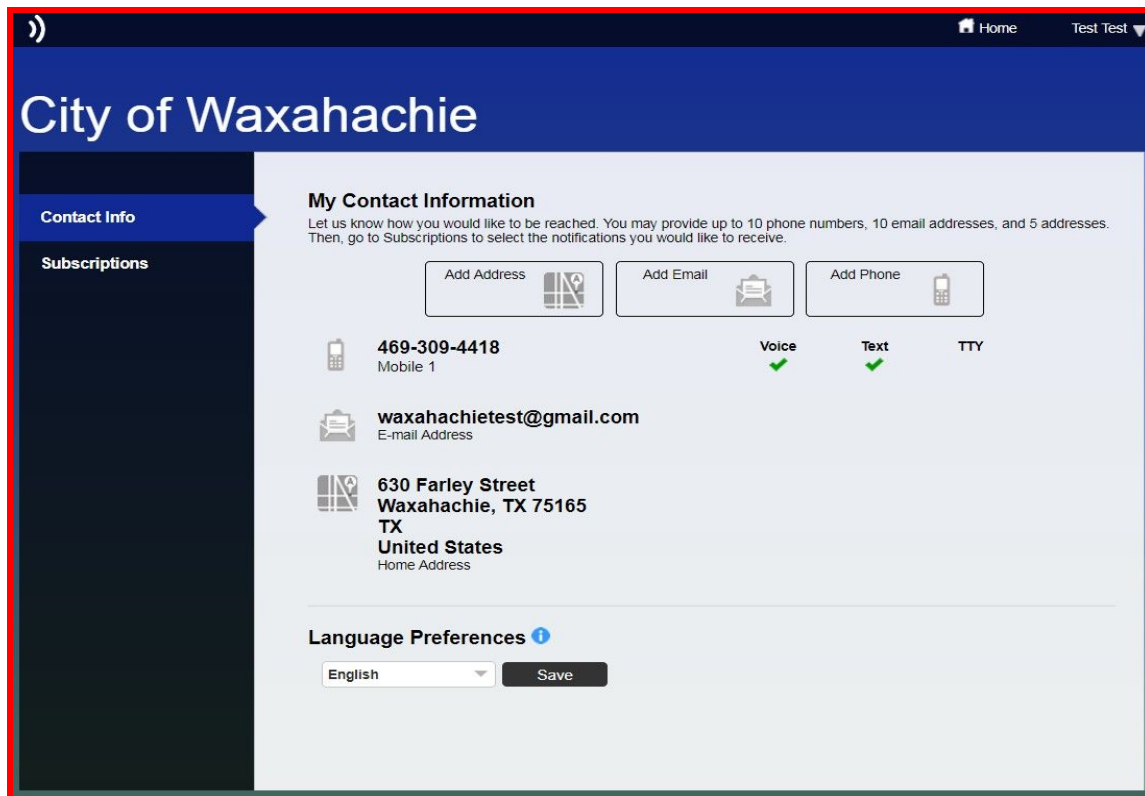
Welcome to the City of Waxahachie Portal.

Test Test
You are currently registered to receive information from the following institutions:
CITY OF WAXAHACHIE
[Edit contact information](#)

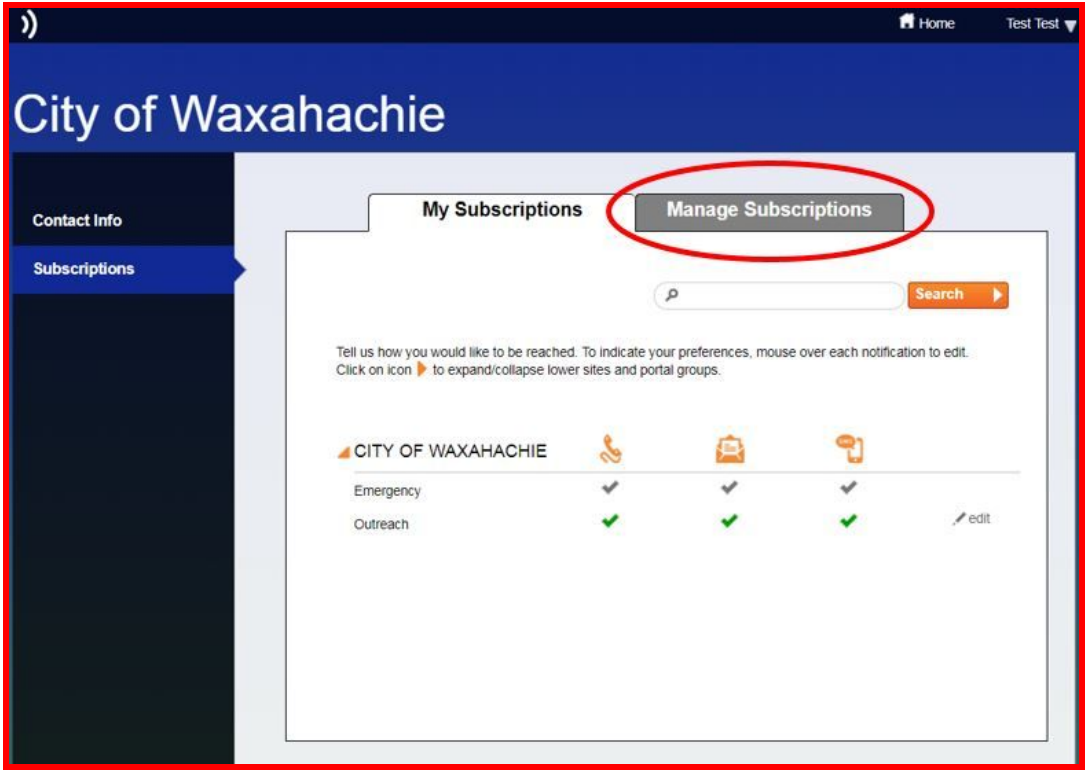
From your homepage, click either of these two links to manage all of your Contact information and subscription preferences



Clicking either link on the homepage (previous screen) will direct you this “Contact Info” page where you can add additional contact information to your account
(When adding or editing information, be sure to click “Save” each time and then verify that the updated changes or additions appear correct on this screen)



Click the "Subscriptions" tab on the left to choose or edit your notification preferences for each contact
(You can click "My Subscriptions" or "Manage Subscriptions" to make changes)



After saving any additions or changes made to your account, you may sign out of your account by using the drop-down tab at the top right of the homepage

