

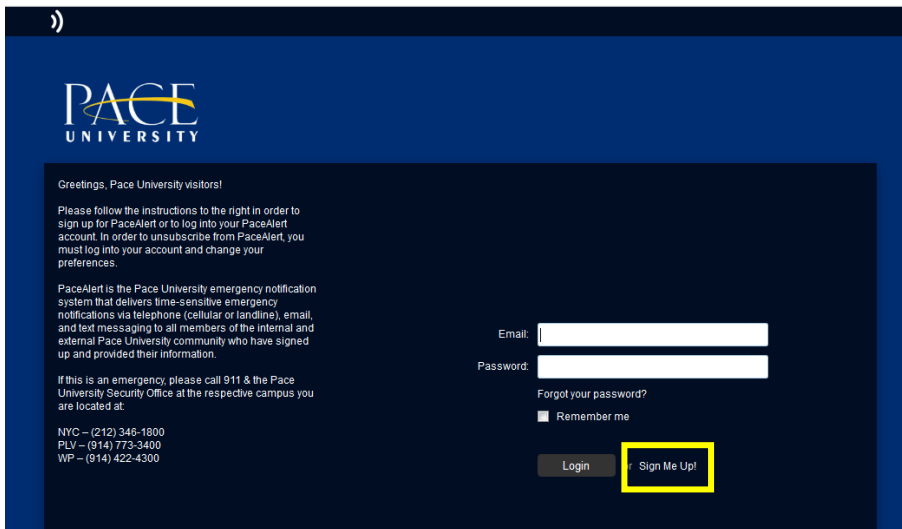
# MyConnect Guest Portal – by Blackboard Connect

Pace University visitors who will be on campus for extended periods and who want to receive email, text, or phone call alerts related to campus emergencies can subscribe to the **PaceAlert Guest Portal** by Blackboard Connect. This self-service allows visitors to manage their subscriptions on their own at any time by following the instructions below.

Note: Pace University faculty, staff, and students must use the PaceAlert system at [alert.pace.edu](http://alert.pace.edu).

## Steps for visitors to subscribe to PaceAlert Guest Portal:

1. Go to: [www.pace.edu/visitoralert](http://www.pace.edu/visitoralert)
2. Next to the Login button, click on “Sign Me Up!”



Greetings, Pace University visitors!

Please follow the instructions to the right in order to sign up for PaceAlert or to log into your PaceAlert account. In order to unsubscribe from PaceAlert, you must log into your account and change your preferences.

PaceAlert is the Pace University emergency notification system that delivers time-sensitive emergency notifications via telephone (cellular or landline), email, and text messaging to all members of the internal and external Pace University community who have signed up and provided their information.

If this is an emergency, please call 911 & the Pace University Security Office at the respective campus you are located at:

NYC – (212) 346-1800  
PLV – (914) 773-3400  
WP – (914) 422-4300

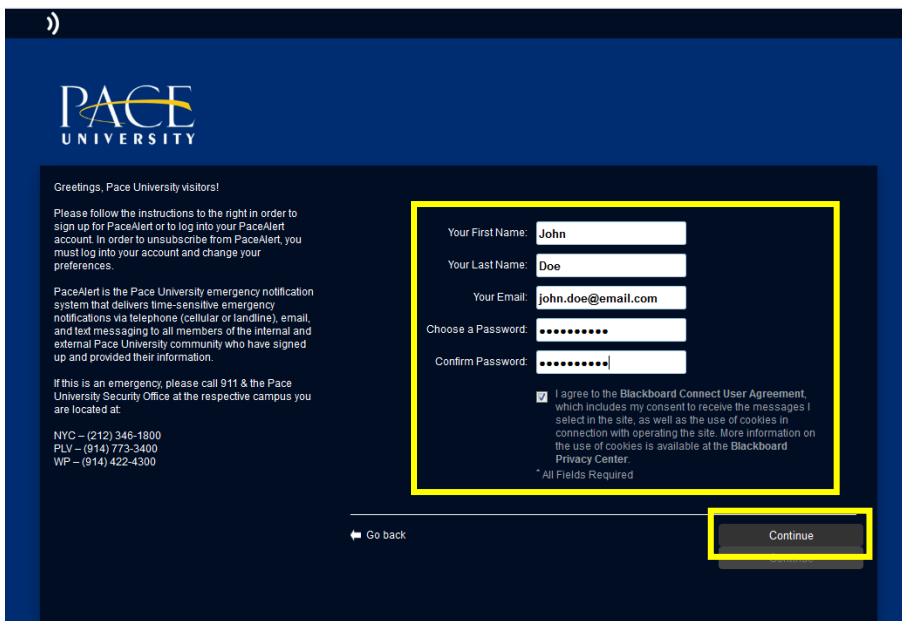
Email:

Password:

[Forgot your password?](#)

Remember me

3. Enter your information in the fields provided (first/last name, email address, and password).
4. Check the box to agree to the Blackboard Connect User Agreement and click **Continue**.



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Your First Name:

Your Last Name:

Your Email:

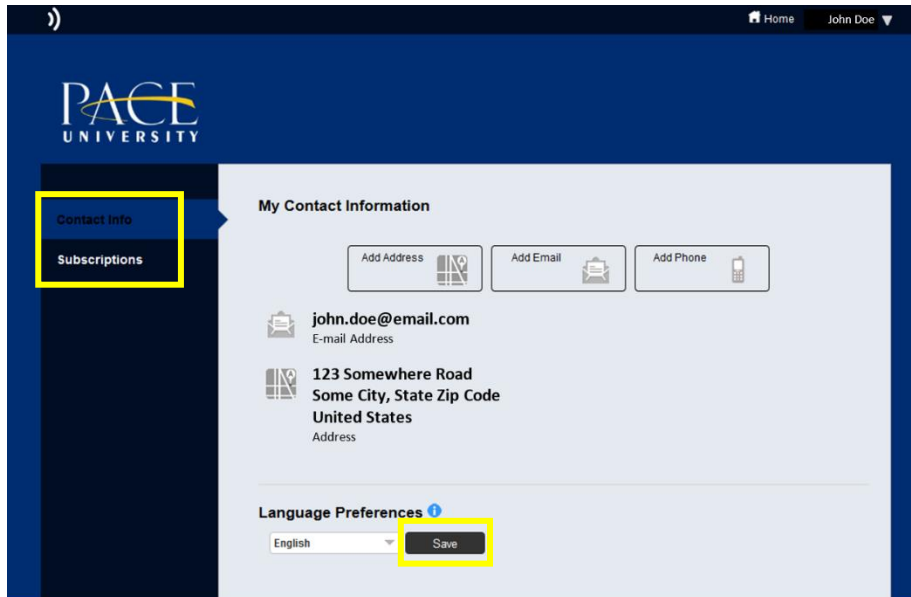
Choose a Password:

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

5. A confirmation email will be sent to the email address you provided. You'll need to follow the instructions in the email to complete your registration and activate your subscription.
6. Once activated, you'll be able to log in to the PaceAlert Guest Portal to set up and/or manage all of your contact information and subscription preferences. Click **Save** after any changes.



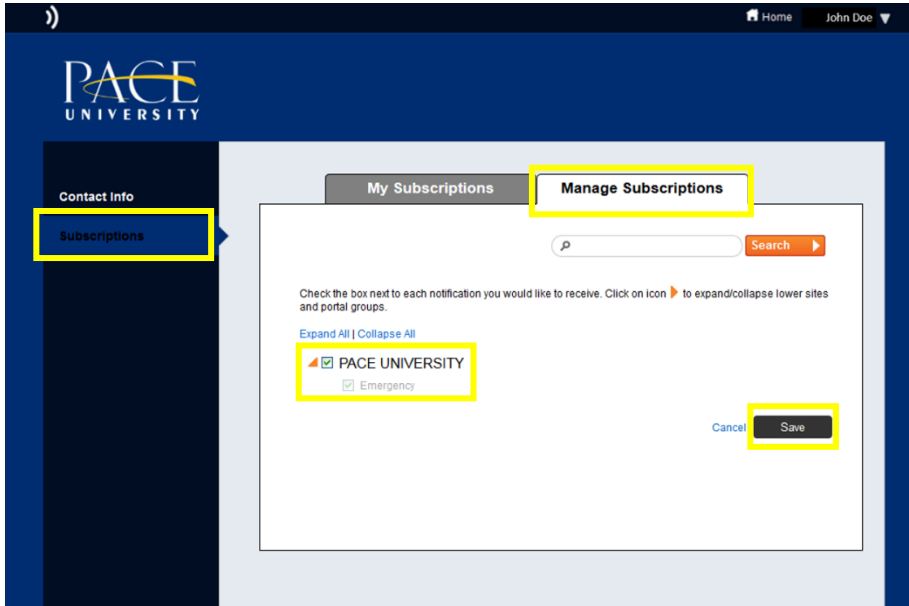
7. To log out, hover your mouse over your displayed name on the top right corner of the screen and select **sign out** from the dropdown menu.



Note: If you forget your password, click on the **Forgot your password?** link on the login screen. An email will be sent to the email address you provided during setup from which you can then reset your password.

## Steps for visitors to unsubscribe from the PaceAlert Guest Portal:

1. To unsubscribe from Pace University alert notifications, log into: [www.pace.edu/visitoralert](http://www.pace.edu/visitoralert) with the email address and password for your account.
2. Select **Subscriptions** on the left panel and then select the **Manage Subscriptions** tab.
3. Uncheck the box next to PACE UNIVERSITY and click **Save**.



Related terms: Pace Alert Guest Portal