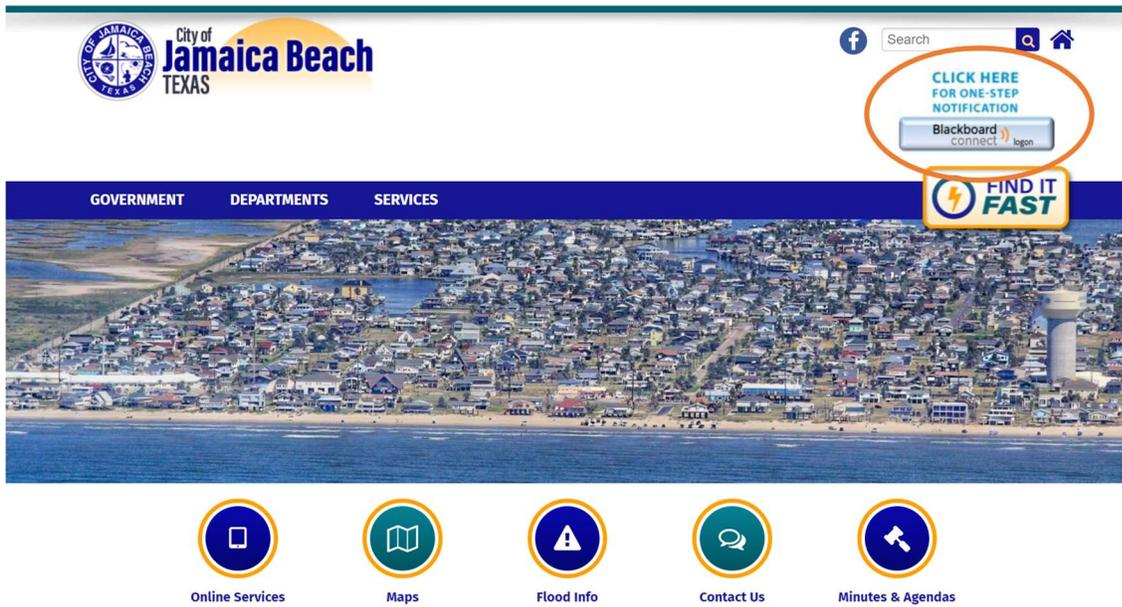


Instructions to Sign-up for Jamaica Beach Blackboard Communications

Launch Jamaica Beach Blackboard (upper right) on the top of City website:



Or from the Online Services page on the City website:

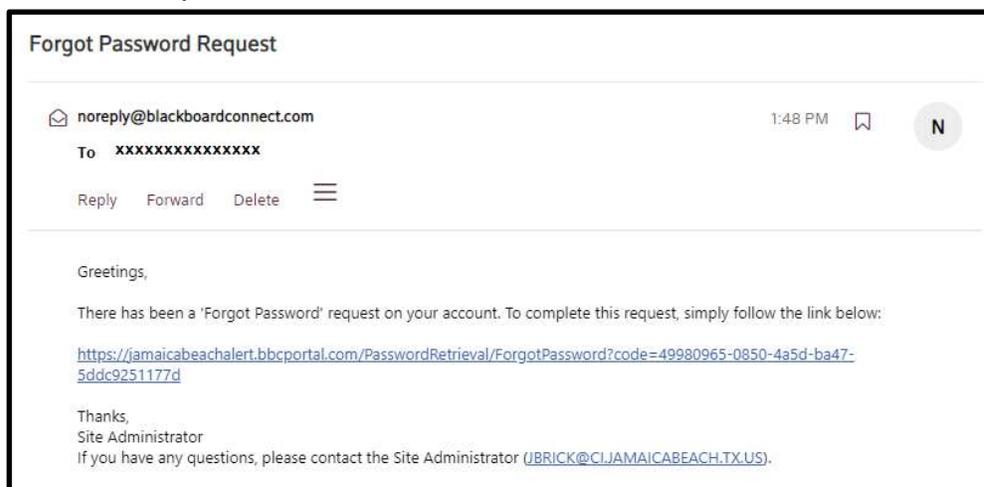


You will be taken to the Jamaica Beach Blackboard login page:

- Select **Sign Me Up!** to register for the first time.
- Enter **Email & Password** and click **Login** if you are already registered.
- Enter **Email** and Select **Forgot your password** if you previously signed up but do not remember your password.



- If you selected **Forgot your password**, check your email for a link to the Blackboard password reset screen. The email will arrive after a few minutes.



Password Selection Criteria:

Passwords must be at least eight (8) characters, with one (1) lower-case, one (1) upper-case and one (1) number. No spaces or special characters are allowed.



The screenshot shows a web page titled "Jamaica Beach Alert" with the City of Jamaica Beach logo on either side. The main content area is dark blue and contains the following text and form elements:

- Text: "Enter your new password below."
- Form: "Choose a Password:" followed by a text input field with asterisks.
- Form: "Confirm Password:" followed by a text input field with asterisks.
- Text: "Password must be at least 8 characters, include 1 lower-case letter, include 1 upper-case letter, and include 1 number. Spaces and special characters are not permitted."
- Text: "Change Password" (likely a link or button)

Once you are logged into Blackboard, you have several options:

Home page:

1. Review current/previous messages sent by the City of Jamaica Beach



The screenshot shows the "Jamaica Beach Alert" home page. The header features the City of Jamaica Beach logo and the title "Jamaica Beach Alert". The main content area is divided into several sections:

- Calendar:** Shows "MAY 12" and "CITY OF JAMAICA BEACH [Sarah Clark] Memorial Day Reminder 12:05 PM Friday, May 12".
- Welcome to the NG Portal:** A section with a "Sarah Clark" header and a message: "You are currently registered to receive information from the following institutions: CITY OF JAMAICA BEACH". Below this is a link for "Edit contact information".
- RSS Feed:** Two sections of news items. The first section includes headlines like "Look of the Week: Blackpink headline Coachella in Korean handbats" and "Still haven't filed your taxes? Here's what you need to know". The second section includes headlines like "GOP prepared to block vote to replace Feinstein on Senate Judiciary" and "Supreme Court seems sympathetic to postal worker who didn't work Sundays in dispute over religious accommodations".
- Message Review:** A section with the text: "Review the City of Jamaica Beach messages by clicking the icon for the desired format:" followed by a list:
 - 1) Voicemail
 - 2) eMail
 - 3) Text

A red box highlights three icons (voicemail, email, text) in the message review section, with a red arrow pointing to the list below.

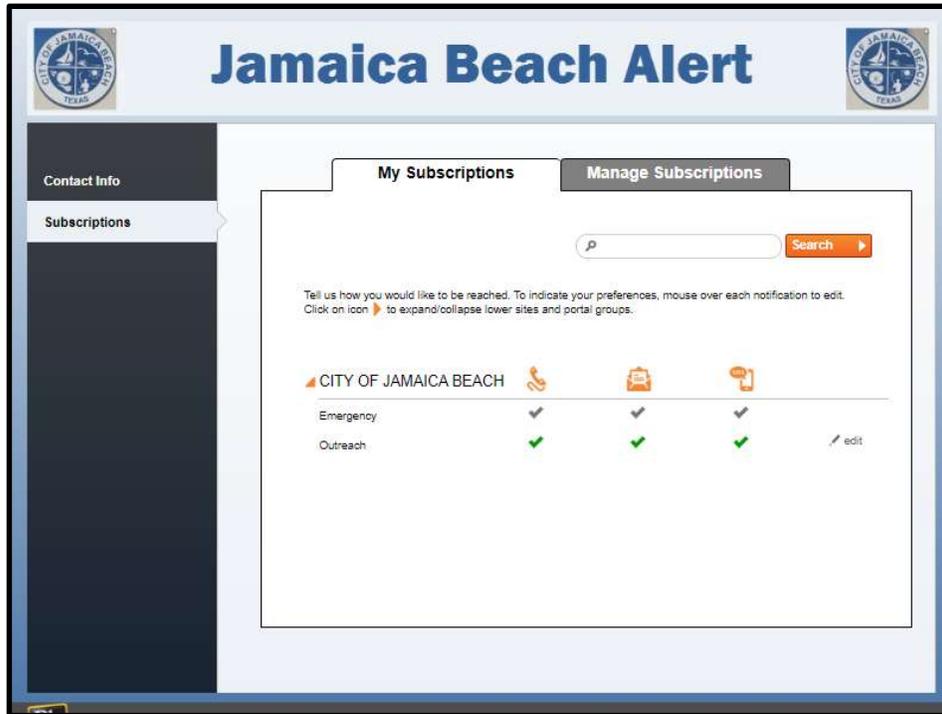
2. Profile Dropdown (upper right corner): Review/Update Contact Information.

The screenshot shows the 'My Contact Information' page. At the top, there are two 'City of Jamaica Beach' logos. The main heading is 'Jamaica Beach Alert'. On the left, a dark sidebar contains 'Contact Info' and 'Subscriptions' tabs. The main content area is titled 'My Contact Information' and includes a sub-heading: 'Let us know how you would like to be reached. You may provide up to 10 phone numbers, 10 email addresses, and 5 addresses. Then, go to Subscriptions to select the notifications you would like to receive.' Below this are three buttons: 'Add Address' (with a location pin icon), 'Add Email' (with an envelope icon), and 'Add Phone' (with a mobile phone icon). There are two mobile phone entries, each with a phone icon, a masked number 'XXX-XXX-XXXX', and checkboxes for 'Voice', 'Text', and 'TTY', all of which are checked. Below the mobile entries is an 'E-mail Address' field with a masked address 'XXXXXXXXXXXXXXXXXXXX'. At the bottom, there is a 'Home Address' field with a location pin icon and a masked address 'XXXXX XXXXXXX XXXXX Jamaica Beach, TX 77554 Galveston United States'. At the very bottom, there is a 'Language Preferences' section with a dropdown menu set to 'English' and a 'Save' button.

3. Review "My Subscriptions":

The screenshot shows the 'My Subscriptions' page. At the top, there are two 'City of Jamaica Beach' logos. The main heading is 'Jamaica Beach Alert'. On the left, a dark sidebar contains 'Contact Info' and 'Subscriptions' tabs. The main content area has two tabs: 'My Subscriptions' (active) and 'Manage Subscriptions'. Below the tabs is a search bar with a magnifying glass icon and a 'Search' button. Below the search bar is a sub-heading: 'Check the box next to each notification you would like to receive. Click on icon to expand/collapse lower sites and portal groups.' Below this is a link: 'Expand All | Collapse All'. There is one subscription entry for 'CITY OF JAMAICA BEACH' with a checked box and an expand icon. Below the entry is a section titled 'Please tell us about yourself' with three radio buttons: 'Resident (I live here)' (selected), 'Business (I work here)', and 'Other'. Below this are two checkboxes: 'Emergency' and 'Outreach', both of which are checked. At the bottom right of the main content area are 'Cancel' and 'Save' buttons.

4. Update with “Manage Subscriptions”:



5. Review / Update your User settings including your password



If you have any issues, please visit the **CONTACT US** page on the City website and send a message to **Report Issue with Website**.



[GOVERNMENT](#)

[DEPARTMENTS](#)

[SERVICES](#)

Contact Info

Hours of Operation:

Monday - Thursday:
8:00 a.m. to 5:00 p.m.

Friday: 8:00 a.m. to 12:00 p.m.

Phone:

(409) 737-1142
Police Emergency: 911
Police Dispatch for Non-
Emergency: (409) 737-1800
24 Hour Water Emergency:

[Home](#)

Contact Us

Email:

- [General Inquiries](#)
- [Municipal Court](#)
- [Planning and Water Departments](#)
- [Report Issue with Website](#)