



Instructions to Receive Messages
from
TahleCall Notification System

1. Click the “Sign Me Up” link in the lower right hand corner.

Email:

Password:

[Forgot your password?](#)

Remember me

or

2. On the form that appears, enter your first and last names, your email address, and select a password. The passwords must contain at least one uppercase letter, one lowercase letter, and one number. They must also contain at least 8 characters.

Your First Name:

Your Last Name:

Your Email:

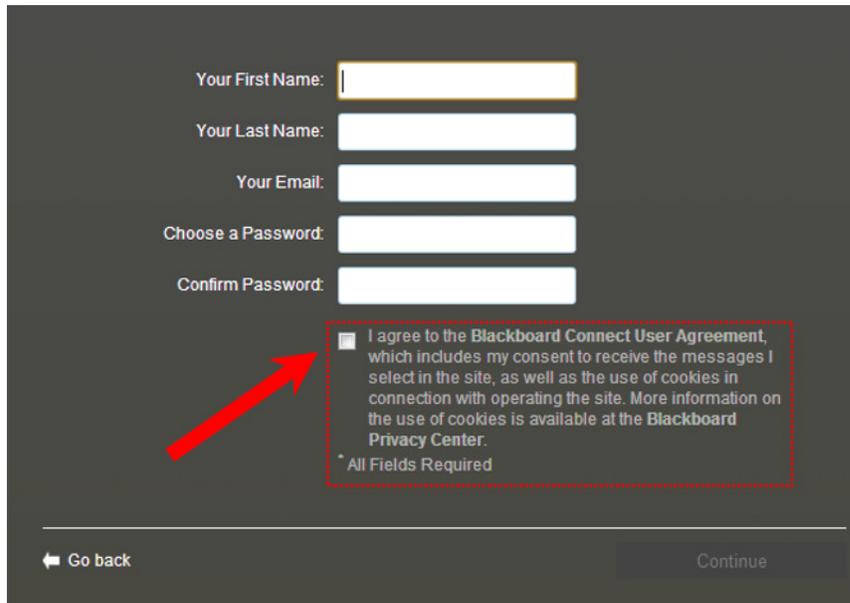
Choose a Password:

Confirm Password:

I agree to the Blackboard Connect User Agreement, which includes my consent to receive the messages I selected 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.

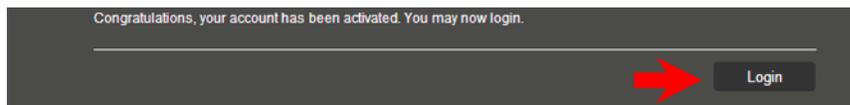
* All Fields Required

3. And, you must check the box to accept the user agreement. Then click “Continue” in the lower right corner.



The image shows a registration form on a dark background. It includes five input fields: "Your First Name:", "Your Last Name:", "Your Email:", "Choose a Password:", and "Confirm Password:". Below these fields is a checkbox with the text: "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." Below the checkbox text is a small asterisk and the text "All Fields Required". A red arrow points from the left towards the checkbox. At the bottom left is a "Go back" button with a left-pointing arrow, and at the bottom right is a "Continue" button.

4. An email will be sent the account entered in the previous step. Click on the link in the email message to verify your account. Once completed, you’ll receive the following message:

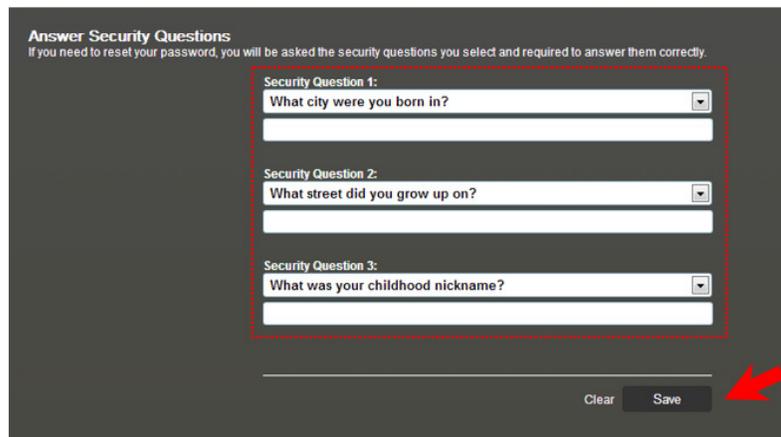


The image shows a dark rectangular box with the text "Congratulations, your account has been activated. You may now login." centered at the top. Below the text is a horizontal line. At the bottom right of the box is a "Login" button. A red arrow points from the left towards the "Login" button.

5. Click on the “Login” button on the bottom right corner to continue.

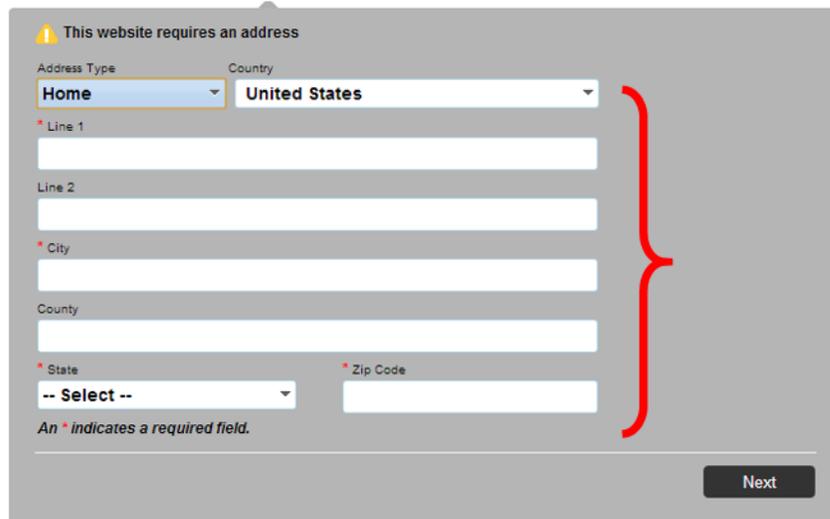
6. Use the email address and password you provided in step 2 to complete your first login. This will begin the process of gathering the necessary information to contact you using the TahleCall system (this process is outlined in steps 6-10).

7. You will be asked to select and answer three security questions. These questions will be used to verify your identity in the need to reset your password to the account. After answering the questions that you chose, click on the “Save” button on the bottom right corner of the screen.



The image shows a form titled "Answer Security Questions" with a subtitle: "If you need to reset your password, you will be asked the security questions you selected and required to answer them correctly." The form contains three security questions, each with a dropdown menu and a text input field: "Security Question 1: What city were you born in?", "Security Question 2: What street did you grow up on?", and "Security Question 3: What was your childhood nickname?". At the bottom right of the form are two buttons: "Clear" and "Save". A red arrow points from the right towards the "Save" button.

8. Next, you will be asked to enter your address. This is, typically, your home address. After you enter it, and click on the “Next” button, you will be shown a map of where the system believes the address you entered is located. Confirm that the address you entered is located where the map indicates.



This website requires an address

Address Type: Home Country: United States

* Line 1

Line 2

* City

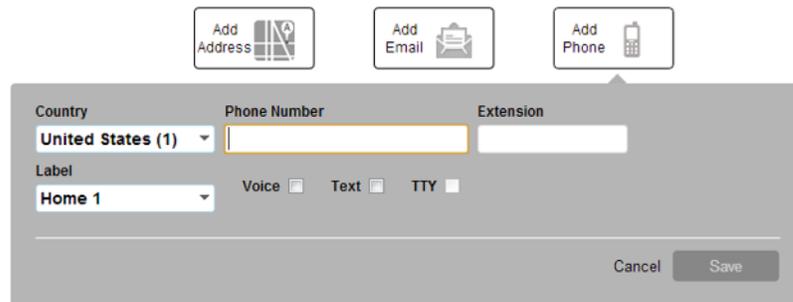
County

* State: -- Select -- * Zip Code

An * indicates a required field.

Next

9. Then it is time to enter the cell phone numbers on which you’d like to receive text messages and notifications. Click “Save” on the bottom right hand corner of the page to complete this step.



Add Address Add Email Add Phone

Country: United States (1) Phone Number: Extension:

Label: Home 1 Voice Text TTY

Cancel Save

You may also elect to enter 9 additional email addresses, five additional physical addresses, and up to 10 phone numbers.

10. Now, you will select the types of messages you'd like to receive from the City of Tahlequah. You can elect to receive "outreach" messages (announcement, polling, and informative messages) and/or "emergency" messages (warnings of disaster, inclement weather, etc.). Click "Save" on the bottom right corner of the screen.

CITY OF TAHLEQUAH

Please tell us about yourself. 

I am a Resident Business Other

Emergency

Outreach

EMERGENCY MANAGEMENT

Please tell us about yourself. 

I am a Resident Business Other

Emergency

MUNICIPAL COURTS

Please tell us about yourself. 

I am a Resident Business Other

Outreach

POLICE DEPARTMENT

Please tell us about yourself. 

I am a Resident Business Other

Emergency

Outreach

STREET DEPARTMENT

Please tell us about yourself. 

I am a Resident Business Other

Emergency

Outreach

TAHLEQUAH SOLID WASTE

Please tell us about yourself. 

I am a Resident Business Other

Outreach

11. Next, you will be asked to tell the system HOW you'd like to receive each type of message; through email, text, or voice. Click "Save" on the bottom right corner of the screen.

|    | | | | |
|--|---|---|---|--------|
| ▲ CITY OF TAHLEQUAH | | | | |
| Emergency | ✓ | ✓ | ✓ | ✎ edit |
| Outreach | ✓ | ✓ | ✓ | |
| ▲ EMERGENCY MANAGEMENT | | | | |
| Emergency | ✓ | ✓ | ✓ | |
| ▲ MUNICIPAL COURTS | | | | |
| Outreach | ✓ | ✓ | ✓ | ✎ edit |
| ▲ POLICE DEPARTMENT | | | | |
| Emergency | ✓ | ✓ | ✓ | ✎ edit |
| Outreach | ✓ | ✓ | ✓ | |
| ▲ STREET DEPARTMENT | | | | |
| Emergency | ✓ | ✓ | ✓ | ✎ edit |
| Outreach | ✓ | ✓ | ✓ | |
| ▲ TAHLEQUAH SOLID WASTE | | | | |
| Outreach | ✓ | ✓ | ✓ | ✎ edit |

12. You will now be taken to the "home" page for your account for the TahleCall system. The links in the upper right hand corner of the screen will allow you to make changes to the settings you entered during this initial enrollment period. You can even add more email addresses and phone numbers at which you would like to receive notifications.

Thank you for taking the time to enroll in the TahleCall system. You will now begin receiving important information from the City of Tahlequah concerning special events and severe weather.