

NTCC Faculty,

A RegisterBlast account has been set up for you since you are a part of the faculty advising group. RegisterBlast will be used by our students to schedule their Advising appointments with you. Before you begin using your RegisterBlast account, you must first complete the following steps below:

**Step 1:** Sign-in to your RegisterBlast account by following the instructions below on “**STEP 1: How to Sign-In to your RegisterBlast Account**”.

**Step 2:** Go to your profile page and verify your information and add a receipt text. Follow the instructions on “**STEP 2: How to Verify Information and Add Receipt Text**”.

**STEP 3:** Now, you MUST set up your available dates and times so your students will be able to schedule an appointment with you. Follow the instructions on “**STEP 3: How to Set Your Available Schedule**”.

**STEP 4:** Watch the previous training video in the link below that I had with Student Services over the summer semester. The training is less than 24 minutes.

<https://youtu.be/kTSQYrcHpoU>

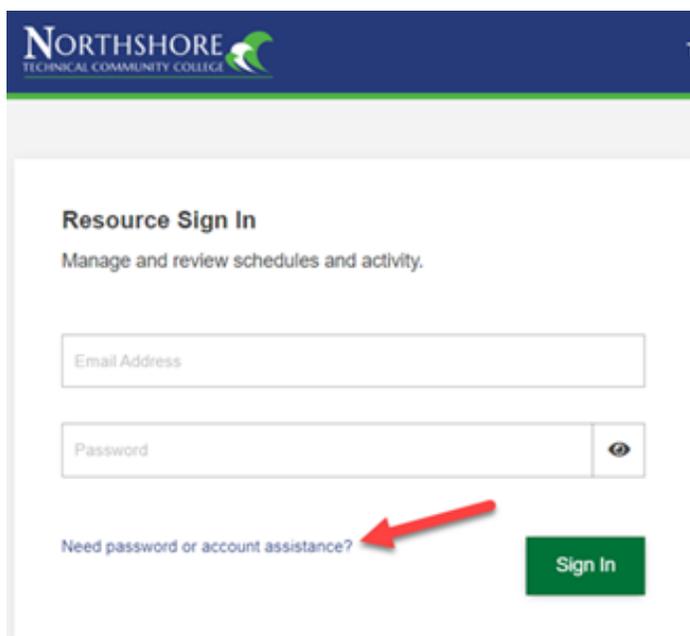
Here is the link you can use to give to the students to register for an Advising Appointment.

<https://www.northshorecollege.edu/advising>

## **STEP 1: How to Sign-In to your RegisterBlast Account**

Please click on the link below to sign in to your RegisterBlast account. Use your NTCC email username and password to sign-in. If you forgot your email password, use the [Password Reset Tool](#) to reset your password.

<https://www.registerblast.com/ntcc/resource/login>



**NORTHSHORE**  
TECHNICAL COMMUNITY COLLEGE

**Resource Sign In**  
Manage and review schedules and activity.

Email Address

Password

Need password or account assistance?

Sign In

## STEP 2: How to Verify Information and Add Receipt Text

1. Click on the Circle button next to the Report link at the top of the page.
2. Select the Profile link



3. Make sure your **First Name** [1] and **Last Name** [2] is spelled CORRECTLY and correct them if they are not. Add “- **Department Name**” [3] after your last name so the students will know who to select for advising with their department. **DO NOT CHANGE your Email address or ANY OTHER FIELDS unless otherwise advised to do so.**

**Your Profile** [Reset Password](#)

First Name 1

Gator

Last Name 2

Trax - (Information Technology) 3

4. Next copy the following statement below and add it to your **Receipt Text** field. Make sure you replace the yourusername@northshorecollege.edu email address with your correct email address. You can make any changes to the message below but make sure to change the email address with your correct email address.

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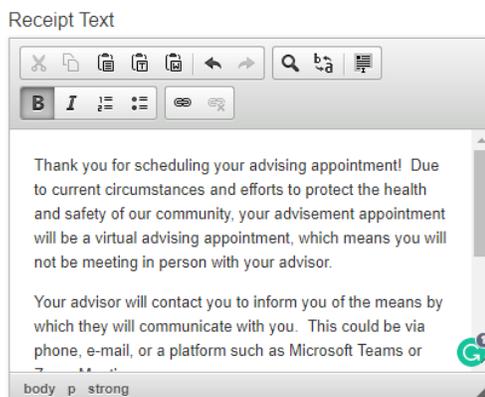
Thank you for scheduling your advising appointment! Due to current circumstances and efforts to protect the health and safety of our community, your advisement appointment will be a virtual advising appointment, which means you will not be meeting in person with your advisor.

Your advisor will contact you to inform you of the means by which they will communicate with you. This could be via phone, e-mail, or a platform such as Microsoft Teams or Zoom Meetings.

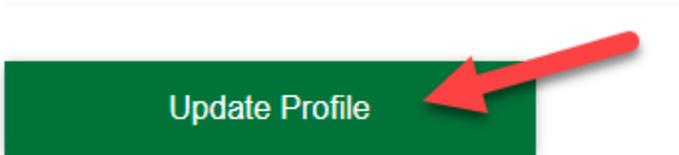
Thank you for your understanding and cooperation during this time. We will continue to support you through your academic journey!

If you have any questions, please email me at **yourusername@northshorecollege.edu**

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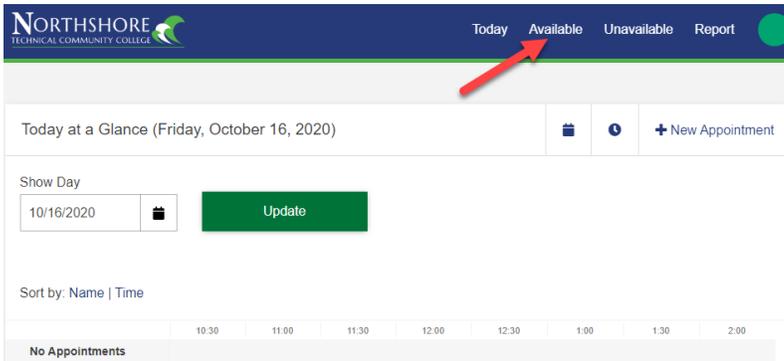


5. Finally, click on the **Update Profile** button.



### **STEP 3: How to Set Your Available Schedule**

1. Click on the **Available** link located at the top of the page.



2. Click on the **Available between** field and select **March 29, 2021**, then for the **and field** select **April 1, 2021**.

3. Next, click on the **From and to field to set up the times that you will be available**. For example, we selected 10:00 am for the From field and 2:00 pm for the to field.

**ATTENTION: Make sure you select the right time for AM or PM since your availability will be different especially if you enter 10:00 am til 2:00 am.**

Available between	and
<input type="text" value="Monday, March 29, 2021"/>	<input type="text" value="Thursday, April 1, 2021"/>
From	to
<input type="text" value="10:00 am"/>	<input type="text" value="2:00 pm"/>

3. For the **On the following days** field, click on each check box for the days that you are available for advising. In our example, we checked: **Monday, Tuesday, Wednesday, Thursday, and Friday**.

**Example: This means you are available on Monday thru Friday from 10:00 am until 2:00 pm. The last appointment the students can schedule for you on these days is at 1:30 pm if your appointments are 30 minutes long and 1:00 pm if your appointments are 1 hour long.**

On the following days

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

4. For the last section, MAKE SURE YOU SELECT the **(0:30) Current Student Appointment ( 30 Minutes)** or **(1:00) Current Student Advising (60 Minutes)** checkbox for the **Available Appointment Types** field.

Since you are will only be advising Current/Returning Students, you DO NOT want to select the other fields.

5. Now, click on the **Make Available** button.

Available Appointment Types

(0:30) Current Student Appointment

(0:30) Financial Aid Appointment

(0:30) New Student Appointment



6. Finally, click back on the **Available** link at the top and scroll down to the bottom to view the **Current Availability** schedule. This is a list of your advising availability and you can make changes by clicking on the Edit/Delete button. You can also add another schedule by following steps 2 thru 5 again.

Current Availability

Starting	Stopping	From	To	Day	Types	
10/16/2020	11/20/2020	10:00 AM	2:00 PM	Monday	Current Student Appointment	<a href="#">Edit</a>   <a href="#">Delete</a>
10/16/2020	11/20/2020	10:00 AM	2:00 PM	Tuesday	Current Student Appointment	<a href="#">Edit</a>   <a href="#">Delete</a>
10/16/2020	11/20/2020	10:00 AM	2:00 PM	Wednesday	Current Student Appointment	<a href="#">Edit</a>   <a href="#">Delete</a>
10/16/2020	11/20/2020	10:00 AM	2:00 PM	Thursday	Current Student Appointment	<a href="#">Edit</a>   <a href="#">Delete</a>
10/16/2020	11/20/2020	10:00 AM	2:00 PM	Friday	Current Student Appointment	<a href="#">Edit</a>   <a href="#">Delete</a>