

## Parent Instructions for Setting up Your Blackboard Connect Account via the SCS Bb Portal

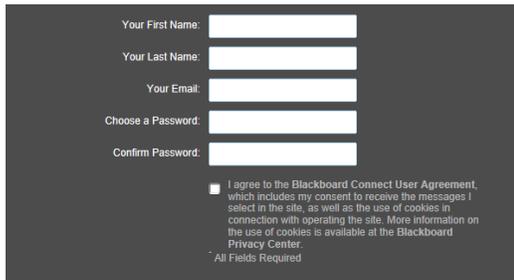
The Bb Connect portal allows you to add or modify the ways in which you want Shelby County Schools to reach you using Bb Connect. You will be able to add or delete phone numbers, add text messaging, and even turn off certain types of notifications. Follow the directions below carefully, step by step.

Before you begin, make sure you have an email account that you can use as registering with Bb Connect requires this.

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### I. Register/Sign Up

- a. Go to the Blackboard Connect Portal (<https://shelbyed.bbcportal.com>)
- b. First time users - click the **Sign Me Up!** link next to the Login button.
- c. Complete the required information, click the box to agree to the **Bb Terms of Use** and then click the **Continue** button at the bottom of the window.

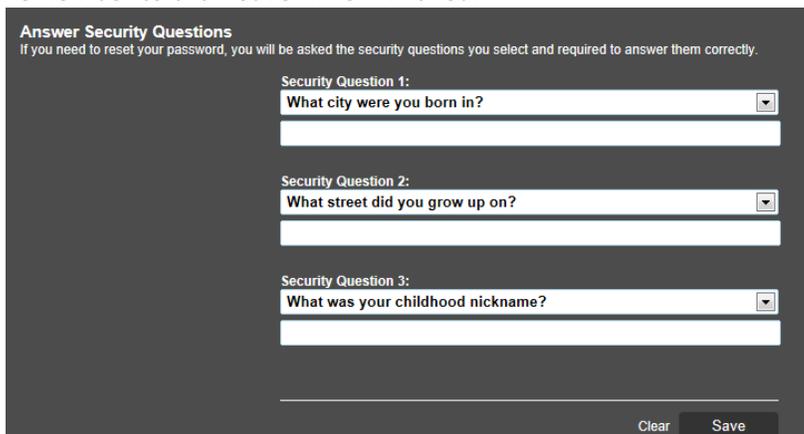


The screenshot shows a registration form with the following fields: "Your First Name:", "Your Last Name:", "Your Email:", "Choose a Password:", and "Confirm Password:". Below these fields is a checkbox for "I agree to the Blackboard Connect User Agreement, which includes my consent to receive the messages 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." and a note "All Fields Required".

**NOTE: At this point you will see the message shown below. Log in to your email account in order to complete the required steps.**

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

- d. Once you have received your email confirmation and clicked the confirmation link within the email, you will be directed back to the Shelby County Schools Bb Connect site and asked to select security questions in case you need to reset your password. Select your questions and supply the answers. Remember to click 'Save' when finished.



The screenshot shows the "Answer Security Questions" form. It includes the following text: "Answer Security Questions. If you need to reset your password, you will be asked the security questions you select and required to answer them correctly." Below this are 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, there are "Clear" and "Save" buttons.

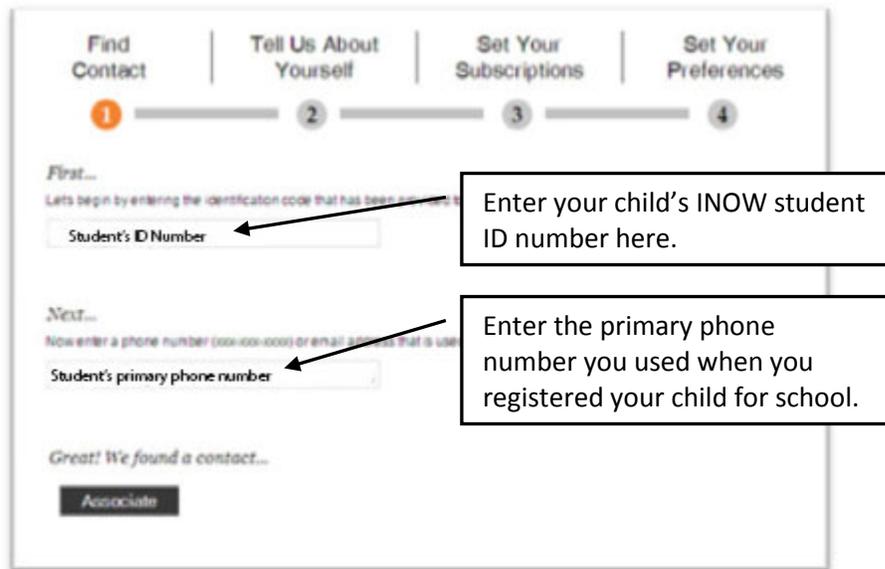
- e. You will have the option to 'Login' and begin managing your account information.



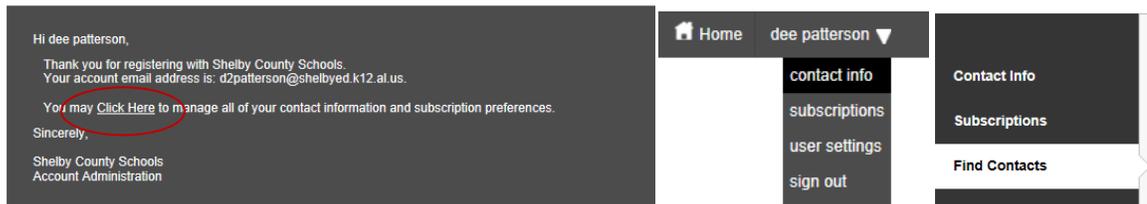
Use your email address and the password you chose for Bb Connect to log into the site.

II. **Confirming your account and associating it with your child(ren).** (One time setup.)

- a. In the box asking for your 'identification code' enter the INOW Student ID number of one of your children. The Student ID number will be the letter S followed by 4 to 7 digits. example: S1234567 or S1234. Your child's INOW Student ID number was included in the Bb Connect letter sent home with your student. If you did not receive this letter, please contact your school's registrar.
- b. You will be asked a series of questions. Your answers to these questions will ensure that the Bb Connect account you are setting up is correctly associated with your child's record in the Bb Connect database. **Watch the progress bar at the top of the screen and be sure to move through ALL 4 steps, clicking 'Associate' or 'Next' until you have answered all of the questions presented. When you have completed all 4 steps, click 'Done' to complete setting up your Bb Connect portal account.**



- c. **If you would like to add additional students** to your account, from the SCS Bb Connect home page, click on the link 'Click Here' found in the welcome message **or** from the drop down menu in the upper right corner, click 'Contact Info', then using the left side menu select 'Find Contact'



- d. On the ‘**Find Contacts**’ page, enter your next child’s **INOW Student ID number** and the primary contact number you provided to the school. Note – adding additional contacts contain only 2 steps.

- III. **Editing Contact Information** - The ‘**Contact Info**’ page allows you to add or edit contact options. To reach the Contact Info menu, click the menu item on the left panel, or after logging in, use navigation in the upper right corner. Remember – when an **emergency** announcement is sent, Bb Connect will call **ALL** phone numbers listed.



- Choose ‘**Add Phone**’ to enter a new phone number .(Include the area code) or ‘**Add Email**’ to add an email address.
- Edit a *device* by ‘**hovering**’ over the *Device* you wish to edit and then clicking on the ‘**Pencil Icon.**’ Be sure to click ‘**Save**’ after making any changes.

***If you select Text for any of your phones, message and data rates may apply depending on your cell phone contract. You will receive a one-time Opt Out text message from SHELBY ED. When you receive the text you can either follow the directions to Opt Out or do nothing to continue receiving text messages. Shelby County Schools will not be responsible for any such charges.***

***You can stop Texts that you previously signed up for by returning to your Bb Connect account and editing your Contact Info.***

- Delete a *device* while ‘**hovering**’ over the Device and clicking the ‘**Trash Can Icon**’.

- IV. **Managing your Subscriptions.** Subscriptions involve both the school locations you are set up to receive messages from and message notification types.

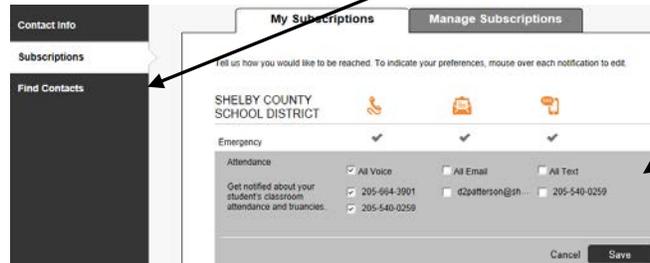
Location Subscriptions:

This will pre-populate depending on where your ‘associated’ children attend school.

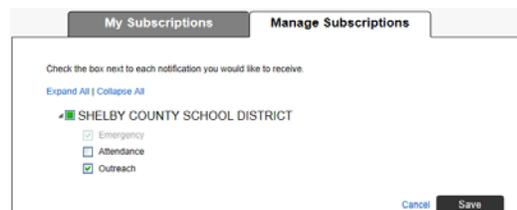
### Type of Message Notifications:

- Emergency messages** –Used in cases of delays, closures, etc. When an emergency call is issued the call will go to ALL phone numbers, emails, and text options you have set up in your Bb Connect account unless you modify your subscription to this message notification type.
- Attendance messages** – Used to notify parents when their child is absent.
- Outreach messages** – Used to send out information such as upcoming events, due dates, etc.

To view and/or modify your Subscriptions click **'Subscriptions'** on the left panel.



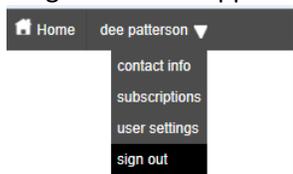
- The **'My Subscriptions'** tab allows you to edit how you want to be contacted for various types of calls - Emergency, Attendance, or Outreach
- The **'Mange Subscriptions'** tab allows you to 'unsubscribe' from the different message notification types. If you unsubscribe, you can re-subscribe at a later date.



- ALWAYS** Click **'Save'** when you have finished making your changes.

## V. Final Steps

- When you finish updating your information, **remember to sign out** of BbConnect using the dropdown navigation in the upper right corner of the window.



- In the future if you need to update your contact information or subscriptions, just return to the Blackboard Connect Portal (<https://shelbyed.bbcportal.com>) and log in.

If your child graduates or transfers out of our system, you should unsubscribe from all messages. However, once we re-upload student data, your contact information should be eliminated from our database.