

The Hopatcong Borough Schools is now utilizing Blackboard Connect to send out outreach and emergency notifications. This new service allows anyone to sign up for a *Community* account and receive notifications.

Note: Parents and Staff are automatically enrolled and don't need to create a Community account!

Step 1: Create your account

- Go to <http://hbscommunity.bbcportal.com/>
- On the right side of the screen and under the login fields, click **Sign Me Up!**
- Enter your name, email address and a password. Click **Continue**.
- An email from Blackboard will be sent to your email address you entered above. Check your email in a few minutes and you should have message with the subject "Blackboard Connect: Account Activation." Open that message and click the link inside.
- You will be brought back to Blackboard Connect where they will ask you for three security questions. Answer the questions, click **Continue** and your account has now been created. You should be presented with a login button. Click **Login**.
- You should be back to the Blackboard Connect login screen. Enter your email address and password and click **Login**.

Step 2: Set up your new contact information

- You now have the option to add and edit additional phone numbers and email addresses.
 - **To add a number or email address:** Click on the appropriate button at the top to *Add Phone* or *Add Email*. If entering a phone number, you can specify a label to help identify the number and you can check off what kind of communications you want to receive on the phone, like Voice and/or Text.
 - **To edit a number or email address:** Hover over the entry and click on the Pencil that appears on the right. If editing a phone number, you can specify a label to help identify the number and you can check off what kind of communications you want to receive on the phone, like Voice and/or Text.
 - **To delete a number or email address:** Hover over the entry and click on the Trash can that appears on the right.
- When done adding or editing an entry, be sure to click **Save** on the right. When finished setting up your new contact information, click **Next**.

Step 3: Set up your subscriptions and preferences

- Check the box to the left of Hopatcong Borough Schools. If you do not want to receive Outreach messages, uncheck the box for Outreach. Click **Next** when done.
 - Now you can set up how you would like to be reached. **You cannot change Emergency preferences – they are sent to all devices by default.**
 - To edit numbers get called for Outreach messages, click **Edit** on the right, and check or uncheck the boxes for each contact entry you provided earlier.
 - When done editing, be sure to click **Save** on the right. When finished setting up your preferences, click **Done**.
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Making Changes in Blackboard Connect

After you have created your Blackboard Connect account, you can make additional changes whenever you want.

- Go to <http://hbscommunity.bbcportal.com/>
- Log in to your Blackboard Connect account using the credentials you provided during the set up process.

To change your contact phone numbers and email addresses:

- Click on your name in the top right corner and click **Contact Info**.
- Follow the instructions above for *Step 2: Set up your new contact information*

To change what phone numbers and email addresses receive communications:

- Click on your name in the top right corner and click **Subscriptions**.
 - Follow the instructions above for *Step 3: Set up your subscriptions and preferences*
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