

The Hopatcong Borough Schools is now utilizing Blackboard Connect to send out outreach and emergency notifications.

Before you proceed, you should understand the following:

- **Parents only need to create and maintain an account if they wish to modify how they receive notifications and announcements from Hopatcong Borough Schools.**
- **Only one account is needed even if you have multiple children in the district.** You will create your account with one child. Once your account has been set up, you will be able to link additional children to your account – instructions on how to do this are on page 3.
- **Once you create an account, you must maintain your own contact information in Blackboard Connect, even if you notify the school that a phone number has changed.** Once your child is linked to your account, the system will ignore any phone numbers and email addresses changed in PowerSchool by your school. You must maintain your own records.
- **The system will let you customize what numbers receive what messages.** Two types of messages exist – Outreach and Emergency. Outreach messages are sent to inform you of activities, events and general information about your school and the district. Emergency messages are sent for delays, closings and other emergency situations.
- **By default, outreach messages are sent to Home phone numbers and emergency messages are sent to Home, Work and Cell phone numbers.** If you like these settings, you do not need to create a Blackboard Connect account. The phone numbers and email addresses contacted are the ones you specify when you complete your child's emergency card in the fall.

Setting up a new Blackboard Connect Account

Step 1: Create your account

- Go to <http://hbs.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. Check that you agree with the Blackboard Connect User Agreement. Click **Continue**.

Welcome to the Hopatcong Borough Schools MyConnect Portal.

If you already have an account, please enter your user name and password to the right.

If you have never accessed MyConnect before, please click the "Sign Me Up!" link below the login area.

You will be asked to enter an identification code which was provided to you by your child's school.

If you have any questions about creating an account, please contact the Main Office of your child's school.

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 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.

* All Fields Required

[Go back](#) [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 **Save**.
- 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: Associate your account to your Information

- Now that you’ve created your account, you must associate it with the contact information that Blackboard receives from PowerSchool. The first screen will ask for your identification code. You can get this code from your child’s main office. You will get one per child. Only enter one now – you can add additional codes for additional children later.
- You will now be asked to enter your phone number or email address. Use a phone number that you originally used on your child’s emergency card. You will be able to change these later. Click **Submit**.

- If you get an error message, check with your child’s main office and make sure you are using the right information. If you get “Great! We found a contact...” click the **Associate** button.
- You will now see a confirmation screen where they ask you to verify the information matches what is in PowerSchool. Make sure the numbers and email addresses are checked off. Its okay if the numbers are not what you want to use today, you will be able to change these later. Click **Next**.

Step 3: Set up your new contact information

- You should now be looking at a screen with all of the contact information that is being sent to Blackboard Connect from PowerSchool.
- **If you do not want to receive any notifications, delete all contact information here.**
 - **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 4: Set up your subscriptions and preferences

- 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**.

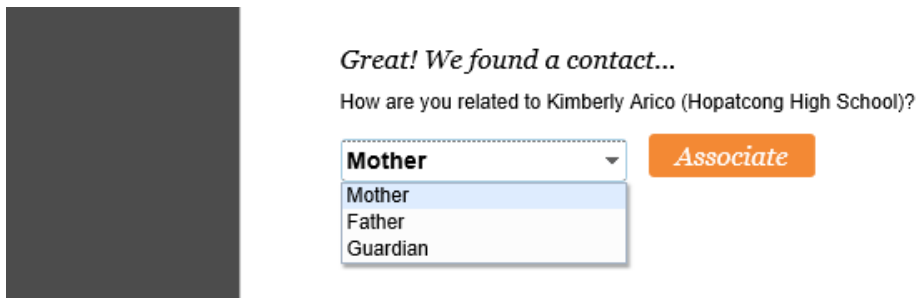
Making Changes in Blackboard Connect

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

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

To add additional children to your account:

- Click on your name in the top right corner and click **Contact Info**.
- On the left hand side, click the link to **Find Contacts**.
- Enter the Identification Code for the child you are trying to add. You can get this code from your child's main office.
- You will now be asked to enter your phone number or email address. Use a phone number that you originally used on your child's emergency card. Click **Submit**.
- If you get an error message, check with your child's main office and make sure you are using the right information. If you get "*Great! We found a contact...*" select a relationship and click the **Associate** button.



- You will now see a confirmation screen where they ask you to verify the information matches what is in PowerSchool. Make sure the numbers and email addresses are checked off. If you would like to use different contact information, click Skip and you will be able to enter different information. Otherwise, click **Next**.

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 3: 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 4: Set up your subscriptions and preferences*