

Step 1. Log into the Portal and use “Click Here,” “Edit contact information,” or “Contact Info” at the top right drop down below your name.

- 1) If closed, the Portal will ask you to enter your Student’s ID number for verification and to associate you with a contact loaded into the system. Once verified this will take you to “My Contact Information.”
- 2) If open, the Portal will take you directly to “My Contact Information.”

Step 2. On the “My Contact Information” screen:

- 1) You may either “Add Device” and enter a new phone number or email address. Be sure to click “Save” after completing. You must enter Contact information first in order to edit information on the Subscriptions screen (see below III. Subscriptions).
Or
- 2) Edit a device by clicking on the (Pencil Icon) to edit. Be sure to click “Save” after completing.

Step 3. On the “Subscriptions” screen:

- 1) Edit Portal (Southern Lehigh School District) using the Pencil icon. You will then see contact information for the District and for the School.
- 2) Edit **District** messages AND **School** messages by using the Pencil icon.
- 3) Be sure to click “Save” after completing.

Step 4. IMPORTANT: Please keep in mind that the Blackboard Connect System delivers two main types of messages:

- 1) **“Outreach” messages** are those used for most communications. These are short informational announcements concerning school closings or delays, student absences from school, or notices about important school events. Messages are generally short in length, lasting 30 - 60 seconds. **Outreach messages are delivered to ONE main phone number, and up to TWO e-mail addresses.**
- 2) **“Emergency” messages** are used only for serious emergencies, where the District would need to communicate quickly to all emergency contacts. **Emergency messages will be delivered to up to SIX phone numbers and TWO e-mail addresses.** These would include the same contacts as the Outreach messages plus up to four additional emergency contacts provided.

Step 5. The system is unable to dial work extension numbers. **Please provide only direct phone numbers.** These may include cell phones.