

## Account Creation Directions

Our new BlackBoard Connect Portal is open and ready for you to login. In order to have access to your contact information you will need to create an account and associate yourself with your child. In order to do so, please follow these simple steps.

1. Select the Create an account link from the Parent tab on the website.
2. Select the “sign me up” link
3. Provide the information requested including your email address
4. Create a password (The passwords must be at least 8 characters, include 1 number, and include 1 capital letter. Spaces and special characters are not permitted.)
5. Agree to the Blackboard Connect User Agreement and click continue
6. You will receive an automatically generated email from [noreply@blackboardconnect.com](mailto:noreply@blackboardconnect.com) (Please check your SPAM or Junk email folder if you don't receive it within the hour)
7. Follow the links in the email to activate your account. You will be prompted to provide security information
8. Select Login enter you email and password
9. You have successfully created and logged into your account. You're almost done.
10. Next we must associate your with one of your children. You will need their student ID #
11. Select the “click here” link in the greeting message of the portal and provide the student ID #
12. Next, enter a phone number associated with the account
13. Click yes if the number matches
14. Choose the associate type (Mother, Father, Guardian) and click associate
15. Click next to go to your contact information screen. If you only have one student in the district you are finished. If you have more students to add select Find contacts on the left hand margin and complete the process for each additional student. It is important to register all students so that you receive news from each building.

By registering for this system you can control what messages you receive on each of your registered numbers. You will also have the ability of managing the contact numbers should you have the need to add or delete a device. You can get started by clicking the link below. You can also print a copy of these directions here.

To get started please select the link on our website.