



**Southern Lehigh School District
Technology Department**

**PARENT GUIDE
Blackboard Connect!**

This system is our district's electronic communication system for informing families of school activities, emergencies, weather-related delays and closures, and other important reminders.

Access Blackboard via our website at www.slsd.org

Select **Parent** tab / select **Blackboard Connect! Electronic Communication System**.

Directions for **Creating or Modifying a Blackboard Connect Portal account** are found by clicking on the link provided at the bottom of the page.

- 1) Select **Link to create or modify a Blackboard Connect Portal account**.
- 2) If you have an *existing* Blackboard account, click **Log Me In**.
- 3) If this is your *first* Blackboard account, click **Sign Me Up**.
- 4) Provide your **name** and **email address** and **create a password** (8 characters including 1 number and 1 capital letter). Click "**Agree to Terms**" to continue.
- 5) An email will be sent to you from Blackboard. Click on the link in that email to activate your new account. (Check your SPAM and Junk email folders if email is not received within an hour.)
- 6) Create three security questions. You may select them from the drop down menus.
- 7) Login using the email and password you created.
- 8) Enter the ID number of your student(s) to **associate** you with them. This will allow you to receive messages from this system and modify Contacts in the future.
- 9) Enter the phone number(s) to be associated with this account. These numbers will be contacted when a message is sent.
- 10) Indicate your relationship to the student(s) and click **Associate**.
- 11) Set your **Subscriptions** to receive messages by clicking on the pencil icon. Check numbers and email addresses you wish to be contacted.
- 12) If you have more than one student to add, select **Find Contacts** and complete steps 8-11 for each new student. **Register each student using the building** they will attend. Messages are sent from the District and school buildings.

HELPFUL HINTS:

Outreach Messages are used to announce school closings or delays, student absences from school, or notices about important school events. They are sent to **two** phone numbers and as many as **two** email accounts.

Emergency Messages are used only for serious emergencies occurring during the school day such as early closures due to inclement weather. **All phone numbers and email accounts** provided in Blackboard are contacted for emergency messages.