

Sample Parent Instructions for Setting Up Your Blackboard Connect Account via the Karns City Bb Portal

To the Parents of: Grade: Homeroom:

The district is updating our Blackboard Connect Portal. A primary contact number will be uploaded to Blackboard by the district from the contact information you have submitted to us for your student(s). If you would like to change this primary number or add additional numbers you need to do this in the Bb portal. Using the portal you will be able to add or delete phone numbers and add text messaging.

You can access our new MyConnect site by typing the following URL into the web browser on your computer:
<https://karnscitynotify.bbcportal.com/Entry> (There is a link under Parents on the district website.)

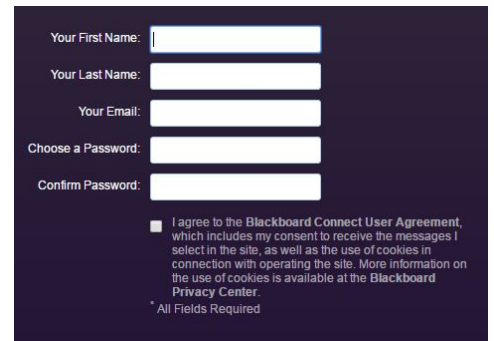
I. Log In

- a. If you have created an account before in Bb connect you can use those credentials to sign into the new portal. (You can use the *Forgot your Password? Link to retrieve a password.*) **You can skip to Step III. d. Edit Contact Information-Find Contacts**

II. Register/Sign Up-First Time Users

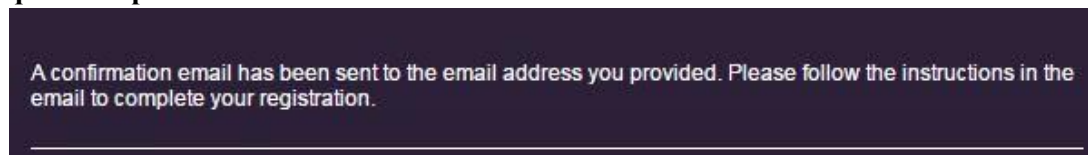
- a. If you never created an account, once the page is open, click the **Sign Me Up!** link to setup your account. Please note that in order to create an account you will need an active email address.

You will be asked to create a log-in name and password. (8 characters, include 1 lower case, 1 capital letter, and 1 number-NO spaces or special characters) Complete the required information, click the box to agree to the **Bb Terms of Use** and then click the **Continue** button at the bottom of the window.



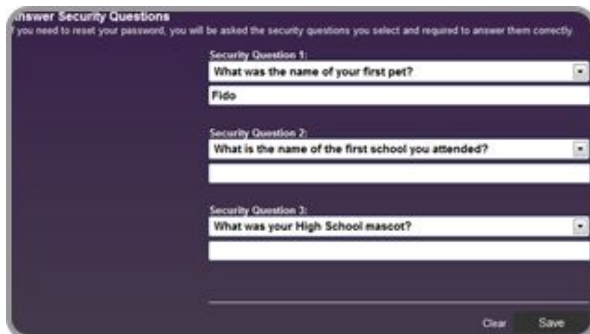
The registration form includes the following fields: Your First Name, Your Last Name, Your Email, Choose a Password, and Confirm Password. Below the password fields is a checkbox for agreeing to the Blackboard Connect User Agreement, which includes consent to receive messages and use cookies. A link to the Privacy Center is provided. A note at the bottom states 'All Fields Required'.

- b. **NOTE: At this point you will see the message shown below. Log into your email account in order to complete the required steps.**



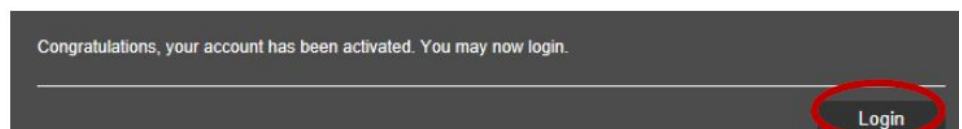
A confirmation email has been sent to the email address you provided. Please follow the instructions in the email to complete your registration.

- c. Once you have received your email confirmation and clicked the confirmation link within the email, you will be directed back to the Karns City Bb Connect portal site. You will then need to complete 3 security questions in case you need to reset your password. Select your questions and supply the answers. Remember to click "Save" when you are finished.



The security questions form is titled 'Answer Security Questions' and includes a sub-header: 'If you need to reset your password, you will be asked the security questions you select and required to answer them correctly.' It contains three questions with dropdown menus and text input fields: Security Question 1: 'What was the name of your first pet?' (Answer: Flido); Security Question 2: 'What is the name of the first school you attended?'; Security Question 3: 'What was your High School mascot?'. There are 'Clear' and 'Save' buttons at the bottom.

- d. You will now have the option to 'Login' and being managing your account information.



Congratulations, your account has been activated. You may now login.

Login

III. Confirming your account and associating it with your child(ren). {One time setup.}

- a. When you are asked for the Student's ID number and a phone number use this information:

Karns City ID Number: (Contact support@kcasdk12.org to get this information)

Student Contact Number: (Contact support@kcasdk12.org to get this information)

- b. You will be asked a series of questions. Your answers to these questions will ensure that the Bb Connect account you are setting up is correctly associated with your child's record in the Bb Connect database.
- c. **Watch the progress bar at the top of the screen and be sure to move through ALL 4 steps, clicking 'Associate' or 'Next' until you have answered all of the questions presented. When you have completed all 4 steps, click 'Done' to complete setting up your Bb Connect portal account.**

The screenshot shows a four-step progress bar at the top: 1. Find Contact (highlighted in orange), 2. Tell Us About Yourself, 3. Set Your Subscriptions, and 4. Set Your Preferences. Below the progress bar, the 'First...' step is active, with the instruction 'Let's begin by entering the identification code that has been assigned to your child.' A text input field labeled 'Student's ID Number' is shown, with a callout box pointing to it that says 'Enter your child's Karns City ID number here.' The 'Next...' step is partially visible, with the instruction 'Now enter a phone number (xxx-xxx-xxxx) or email address that is used by your child.' A text input field labeled 'Student's primary phone number' is shown, with a callout box pointing to it that says 'Enter a phone number that is in our system as your contact number.' Below this, a dropdown menu is set to 'Father' with the label 'How are you related to...'. A dark 'Associate' button is highlighted, with a callout box pointing to it that says 'Choose your relation and click on ASSOCIATE.'

- d. **If you would like to add additional students** to your account, from Karns City Bb Connect home page, click on the link **'Edit Contact Information'** found in the welcome message or from the drop down menu in the upper right corner, click **'Contact Info'**, then using the left side menu select **'Find Contacts'**. Complete the two steps for this student.

IV. Editing Contact Information – the 'Contact Info' page allows you to add or edit phone numbers in the Bb system.

- a. Click **'Add Phone'** to enter a new phone number. (Include the area code) or **'Add Email'** to add an email address.
- b. You can edit a number by 'hovering' over the number you wish to edit and then clicking on the 'Pencil Icon' on the right of the screen. You can delete a number by clicking on the trash can. **MAKE SURE TO CLICK SAVE.**

V. Managing your Subscriptions: Subscriptions involve both the school locations you are set up to receive messages from and message notification types.

- a. Location Subscriptions – This will pre-populate depending on where your 'associated' children attend school.

- b. Type of Message Notifications: Emergency messages – this message goes to all numbers; Attendance messages-- notification when your child is absent; Outreach messages—most of our calls, upcoming events, snow delay etc.
- c. To View and/or Modify your Subscriptions click ‘Subscriptions on the left panel.
- d. The ‘**My Subscriptions**’ tab allows you to edit HOW you want to be contacted for various types of calls-Outreach etc.
- e. The ‘**Manage Subscriptions**’ tab allows you to ‘unsubscribe’ from the different message notification types.
- f. **ALWAYS** Click ‘Save’ when you have finished making your changes.