Parent Instructions:
Setting up Communication Preferences via the Blackboard Connect Portal

The Blackboard Connect portal allows you to add or modify the ways in which you want Mukilteo School District to reach you when sending messages via Blackboard Connect. You will be able to add or delete phone numbers and email addresses, add text messaging, and even turn off certain types of notifications.   Follow the directions below carefully, step by step.

Before you begin, make sure you have the student ID number for your child(ren) enrolled in Mukilteo Schools.
This can be obtained in the Aspen Family Portal, or by contacting your child's school.

Part One: Register for Blackboard Connect Account

1. Go to the Blackboard Connect Portal:
   https://mukilteoschooldistrict.bbcportal.com/

2. First time users – click the ***Sign me Up!*** Link next to the **Login** button.

3. Complete the required information, click the box to agree to the Blackboard Connect Terms of Use and then click the **Continue** button at the bottom of the window.

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

NOTE: At this point you will see the message shown below. Log in to your email account in order to complete your Blackboard Connect registration.

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

4. Once you have received your email confirmation, click the confirmation link within the email.   This will direct you back to the Mukilteo School District Blackboard Connect site. You will need to set security questions in case you need to reset your password in the future. Select your questions and supply the answers. Remember to click **Save** when finished.

Security Question 1:
What city were you born in?

Security Question 2:
What street did you grow up on?

Security Question 3:
What was your childhood nickname?

Clear   Save

5. You can now login to begin managing your account information.

   Use the email address and password you chose for Blackboard Connect to log into the site.

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

Login

Part Two: Associate your account with your child(ren).

1. In the box asking for your identification code, enter the **Student ID number** of your child. The student ID number will be seven digits, for example: 1501234. Your child's student ID number can be obtained from your school's front office staff. You child may also know this number, as it is his/her computer login ID at school.

2. You will be asked a series of verification questions. Your answers to these questions will ensure that the Blackboard Connect account you are setting up is correctly associated with your child's record in the Blackboard Connect database.

3. 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 the association of your Blackboard Connect account with your child.

4. If you would like to add additional students to your account, from the Mukilteo School District Blackboard Connect home page, click on the link provided on the home screen to manage your contact information.
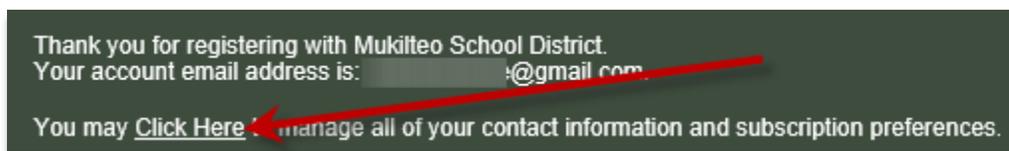
5. Then click on **Find Contact**, and enter the student ID number for your next student in the box provided.

6. Repeat the previous steps to associate phone numbers and email addresses, or add contact information as needed.

Part Three: Editing Contact Information

The *Contact Info* page allows you to add or edit phone numbers or email addresses at any time.
Remember, when an **emergency** announcement is sent, Blackboard Connect will use ALL contact options listed.

The Contact Info Screen:

1. Choose **Add Phone** to enter a new phone number (include the area code) or **Add Email** to add an email address.

2. **Edit** the device by hovering over the address or phone number and clicking on the pencil icon.
   Be sure to click **Save** after making any changes.

3. **Delete** a number or address by hovering and clicking the trash can icon.

If you select Text for any of your phones, message and data rates may apply depending on your cell phone contract.
You will receive a one-time Opt Out text message from Mukilteo SD. When you receive the text you can either follow the directions to Opt Out or do nothing to continue receiving text messages.

Mukilteo School District will not be responsible for any such charges associated with text messages should you choose not to opt-out.
*You can stop Texts that you previously signed up for by returning to your Bb Connect account and editing your Contact Info.

Part Four: Managing your Subscriptions
Subscriptions involve both the school locations for each of your associated children, and message notification types.
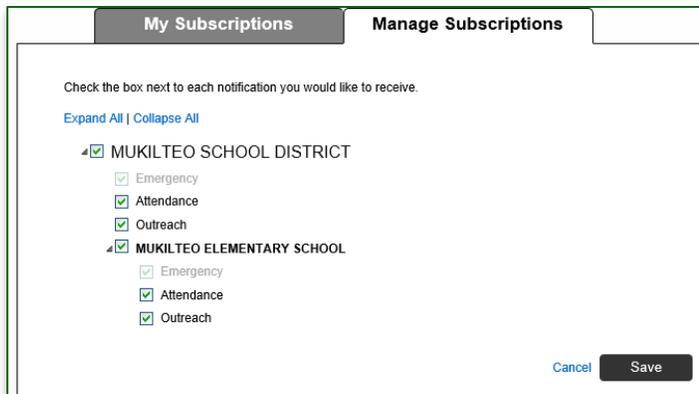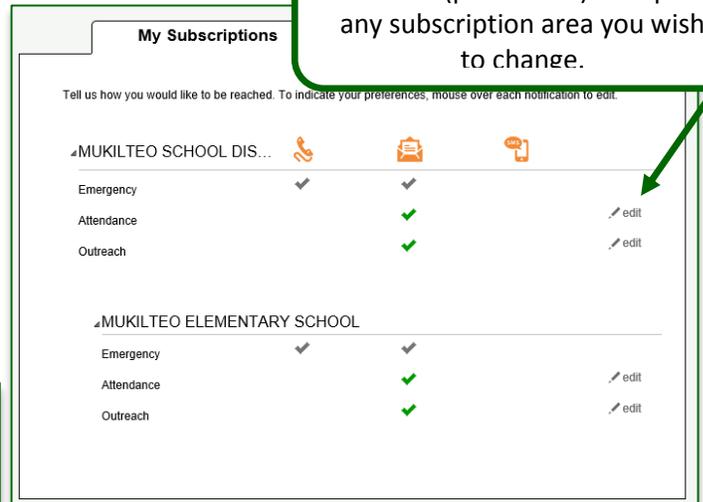
Type of Message Notifications:

1. **Emergency messages** – Used in cases of *sudden* closures, or other immediate notification needs. When an emergency call is issued the call will go to ALL phone numbers, emails and text options you have set up in your Blackboard Connect account.
2. **Attendance messages** – Used to notify parents when their child is absent.
3. **Outreach messages** – Used to send out information such as weather related delays or closures, upcoming events, due dates, etc.

To view and/or modify your subscriptions, click **Subscriptions** on the left panel.

1. The **My Subscriptions tab** allows you to choose how you want your subscriptions delivered. If you remove one method, such as email, you can add it back at a later date.

To modify a contact method, click **edit** (pencil icon) to expand any subscription area you wish to change.

2. The **Manage Subscriptions** tab allows you to 'unsubscribe' from the different message notification types. If you unsubscribe, you can re-subscribe at a later date.

3. Always click **Save** when you have finished making your changes.

Part Five: Final Steps

1. When you finish updating your information, **remember to sign out** of Blackboard Connect using the dropdown navigation in the upper right corner of the window.

2. In the future if you need to update your contact information or subscriptions, just return to the Blackboard Connect Portal and log in.

   https://mukilteoschooldistrict.bbcportal.com/