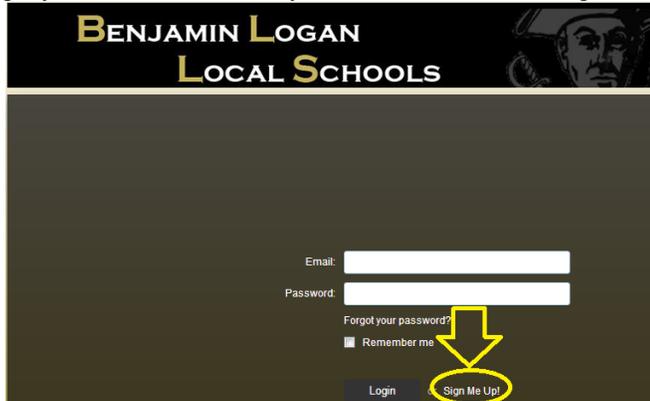


Instructions for Logging into the Blackboard Connect Portal for the First Time.

1. To find the BlackBoard Connect Portal login link, visit the Benjamin Logan website at www.BenjaminLogan.org.
 - a. Then click on the “Emergency Notification” link in the left menu bar.
 - b. Click the orange “LOGIN to Blackboard Connect Portal”
2. The first time you login you will need to create your account. Click the “Sign Me Up!” link



3. In the form, fill in the requested information.
 - a. The email address will need to be an active email address and will also serve as your login name for future access to the portal.
 - b. Passwords must contain all of the following:
 - i. At least 8 characters long
 - ii. Include at least 1 lower-case letter
 - iii. Include at least 1 capital letter
 - iv. Include at least 1 number
 - v. May not contain spaces or special characters (!&#\$%, etc)
4. After you click “Continue” you will need to check your email account for an email from noreply@blackboardconnect.com. If the email does not appear, please check your SPAM or junk folder.
 - a. This email will contain an activation link – click on the link or copy the link to your web browser to complete the activation.
5. Once you click on the link contained in the email, you will be asked to select and answer 3 security questions.
 - a. These questions will assist you in recovering your password. They will also help Benjamin Logan Schools verify your identity.
 - b. Once you have chosen and answered all three questions, click “Save”
6. The activation process is complete and you are ready to login for the first time.
7. Return to the login screen and enter the email address and password you created when you registered.
8. The first time you login you will be asked to customize your contact information.
 - a. First you will be asked for the identification code of your student. This is the Student ID that was provided to you on the Blackboard Connect welcome letter you received from the school.
 - b. Next you will be asked to enter the phone number associated with this student. This phone number is the primary contact phone number you have provided to the school for this student. It was also included in the Blackboard Connect welcome letter.
 - c. Next you will be asked to identify your relationship to the student
 - d. You will then be asked to verify the phone number we have on file.
 - e. On the following screen you will have the opportunity to edit or add phone numbers or email addresses. You can also select any phone numbers you wish to receive text messages on.

- f. Once you have completed this, click the “Next” button. You will then be asked to choose which types of messages you wish to receive. Emergency messages are sent to all numbers, so you cannot change that. You can choose to turn off attendance calls and outreach calls (outreach calls are any non-emergency calls such as reminders or other non-urgent messages). You will be able to choose which phone numbers you receive each type of message on later.
- g. The final screen will display a summary of what you just set up. From here you can click on the “Edit” button for each type of message to identify what phone number(s) or email addresses you wish to receive that type of message at.

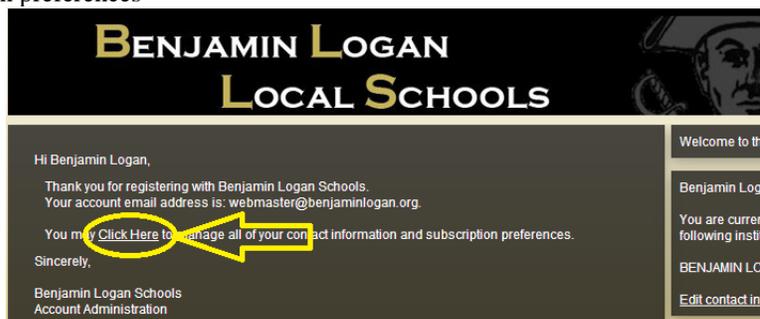
Tell us how you would like to be reached. To indicate your preferences, mouse over each notification to edit.

BENJAMIN LOGAN LOCAL SD			
Emergency	✓	✓	
Attendance	✓	✓	edit
Outreach	✓	✓	edit

- h. When you are done you will be taken back to the main portal screen.
9. At any time you can login to the portal to add, remove or update phone numbers and email addresses.

To Add Additional Students to Your Account

1. If you have multiple students in the district, you can link those students to your account.
2. Login to the Blackboard Connect Portal and click on the link to manage all your contact information and subscription preferences



3. Click on “Find Contacts” in the left menu bar
4. You will then need to enter the identification code for the student you are adding. This was sent to you in the Blackboard Connect welcome letter.
5. You will need to enter the phone number of the student. This was also provided in the welcome letter you received from the school.
6. You will then need to click on the “Associate” button and confirm the phone numbers for this student.
7. You will then be taken back to the contact information page of the Blackboard Connect Portal. All the phone numbers and preferences you had previously configured will apply to the newly added student.