

Registration and Account Management

In order to receive accurate emergency notifications, parents need to associate themselves with their child in the Connect for Parents system. The process is very simple and takes approximately five minutes. Some things that you will need to complete the registration:

- 1. A computer with Internet access*
- 2. A valid email address*

Step One:

Visit <https://penncrest.bbcportal.com> to begin the registration process.

Step Two:

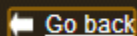
Click the “Sign Me Up!” link in the lower right hand corner.

Step Three:

Enter your name, email address and choose a password. Don't forget to read and agree to the disclaimer below the registration boxes. Click the “Continue” button.

You will see the following message:

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

 Go back

Step Four:

Check the email address that you used in your registration for a confirmation email from “noreply@blackboardconnect.com”. If you do not find the email, be sure to check your spam box. Click on the confirmation link inside the email.

Step Five:

Select three security questions and provide answers to the questions. Then, click the “Save” button.

Answer Security Questions

If you need to reset your password, you will be asked the security questions you select and required to answer them correctly.

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?

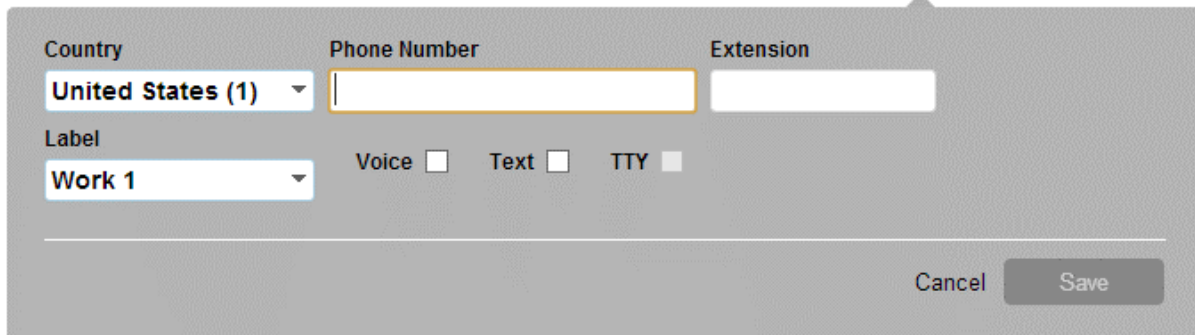
You will see the message below. Click the “Login” button to proceed.

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

Step Six:

You now have the opportunity to add phone numbers and/or email addresses to your account.

To add a phone number, click the “Add Phone” button. Select the country, enter the phone number and extension (if applicable) and select the type of phone (Home, Work, or Mobile). Check the boxes for Voice, Text, and/or TTY to set up notification preferences for that phone number then click the “Save” button.



The screenshot shows a form for adding a phone number. It includes a 'Country' dropdown menu set to 'United States (1)', a 'Phone Number' text input field, and an 'Extension' text input field. Below these are a 'Label' dropdown menu set to 'Work 1', and three checkboxes for 'Voice', 'Text', and 'TTY', all of which are currently unchecked. At the bottom right of the form are 'Cancel' and 'Save' buttons.

To add an email address, click the “Add Email” button. Enter the email address and click the “Save” button.



The screenshot shows a form for adding an email address. It features a single 'E-mail Address' text input field. At the bottom right of the form are 'Cancel' and 'Save' buttons.

Step Seven:

When you are finished adding phone numbers and/or email addresses, click the “Next” button in the lower right hand corner.

Step Eight:

Now you will specify the buildings that you would like to receive notifications for.

Check the box next to each notification you would like to receive. Click on icon ▶ to expand/collapse lower sites and portal groups.

[Expand All](#) | [Collapse All](#)







- ▶ PENNCREST SCHOOL DISTRICT
 - Outreach
- ▶ CAMBRIDGE SPRINGS ELEMENTARY SCHOOL
 - Outreach
- ▶ CAMBRIDGE SPRINGS HIGH SCHOOL
 - Outreach
- ▶ MAPLEWOOD ELEMENTARY SCHOOL
 - Outreach
- ▶ MAPLEWOOD HIGH SCHOOL
 - Outreach
- ▶ SAEGERTOWN ELEMENTARY SCHOOL
 - Outreach
- ▶ SAEGERTOWN HIGH SCHOOL
 - Outreach

PLEASE BE SURE THAT PENNCREST SCHOOL DISTRICT IS SELECTED. YOU MAY MISS MESSAGES IF IT IS NOT.

Step Nine:

Here you will specify how you would like to be contacted for each type of message. You have the option to be contacted via phone, email, text message, or any combination of the three. To set the preferences for each type of message, click the “Edit” button next to each. **By default, Emergency messages are sent to all registered phone numbers and/or email addresses.**

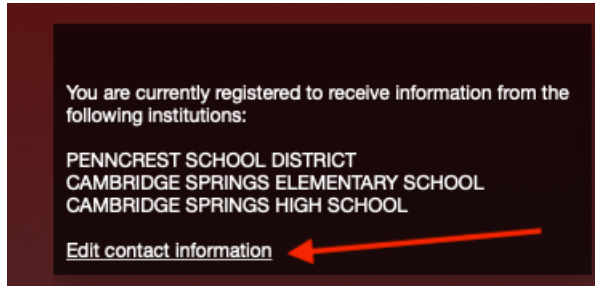
Tell us how you would like to be reached. To indicate your preferences, mouse over each notification to edit. Click on icon ▶ to expand/collapse lower sites and portal groups.

▶ PENNCREST SCHOOL DI...				
Outreach	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
▶ CAMBRIDGE SPRINGS ELEMENTARY SCHOOL				
Outreach	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
▶ CAMBRIDGE SPRINGS HIGH SCHOOL				
Outreach	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

When you have completed specifying your preferences, click the “Done” button.

CONGRATULATIONS! You have successfully registered your account.
To change your contact information or messaging preferences in the future:

Click the “Edit contact information” link shown below.



- Click the “Subscriptions” button.
- Click the “My Subscriptions” tab to change your notification preferences.
- Click the “Manage Subscriptions” tab to change your contact information.