

Directions for “ParentLink”

Parent Activation Letter

1. Open a browser on your computer and go to the following URL <https://rcs.parentlink.net>
2. Locate the Login In formation, you will need this for the next step

ParentLink – Emergency Alert System



Listed below are your login ID, Password, and instructions for accessing Blackboard school communication system. Blackboard allows Roanoke County Public Schools to deliver important information concerning you and your student at the time and place is most effective for you. We encourage you to log on to the system and make sure that personal information is correct. You may also personalize your account at that time.

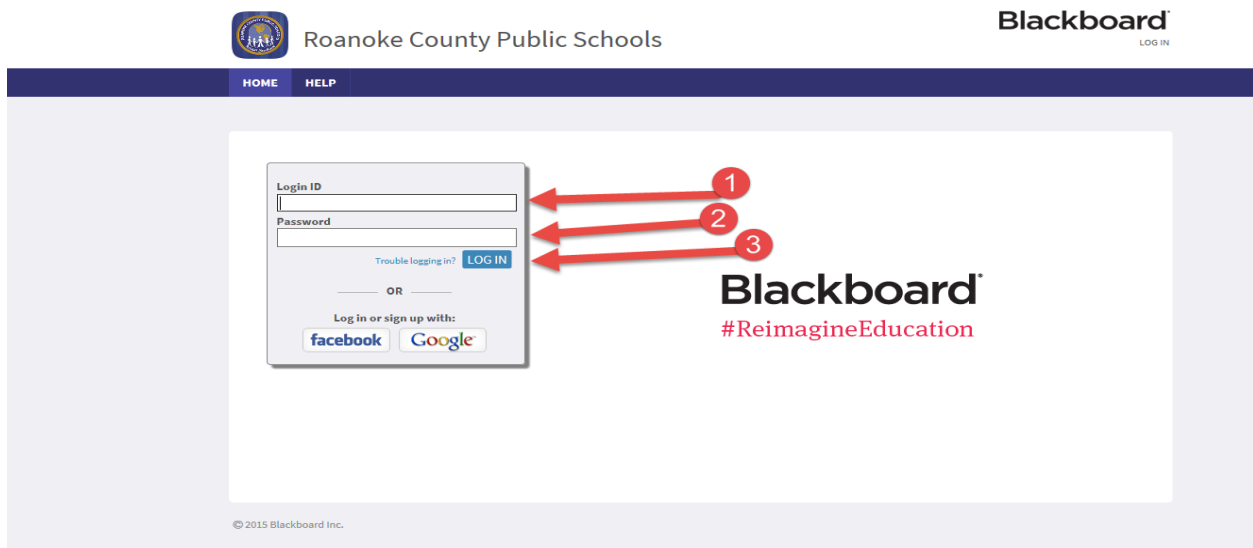
If you need help logging in to your account on the Blackboard system, please contact your student’s school.

To log in on the Internet:

1. Enter the following address into your web browser: <https://rcs.parentlink.net>
2. Your login ID is : **Internet Login ID**
3. Your password is: **Internet Password**

Login Screen for ParentLink (A product of Blackboard)

1. Enter the Login ID from the activation letter
2. Enter the password from the activation letter
3. Click “Log In”



1. Once you log in you will need to provide a new password of your choice. The password must be at least 6 characters long.
2. Re-enter the new password
3. Click "Save"

Edit Login/Password

You have logged in using a temporary password.
Please change your password.
(If you don't want to change your password now, you may close this dialog, but you will be asked to do this again next time you log in.)

Web Login [show phone login](#)

ID: 975682 F

New password:

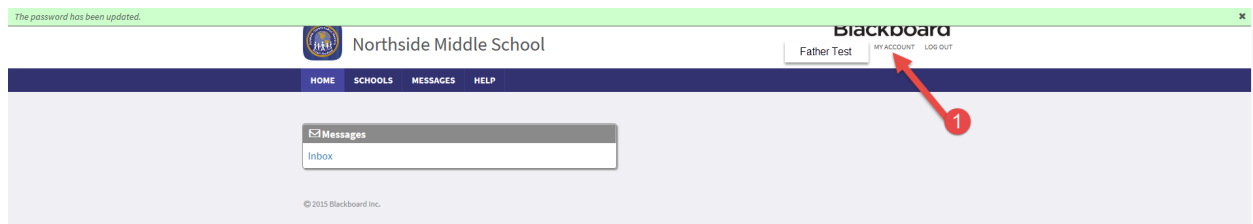
Confirm:

Strength:

*Password must be at least 6 characters.

SAVE

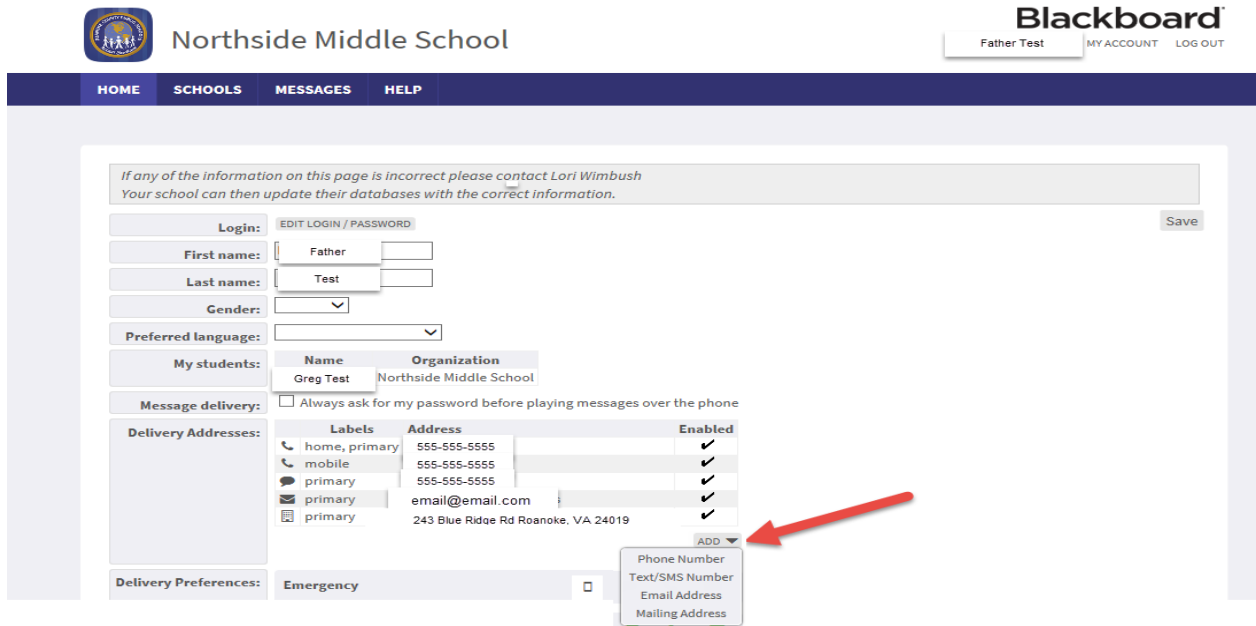
1. If you would like to setup your account and message delivery options click on "My Account"



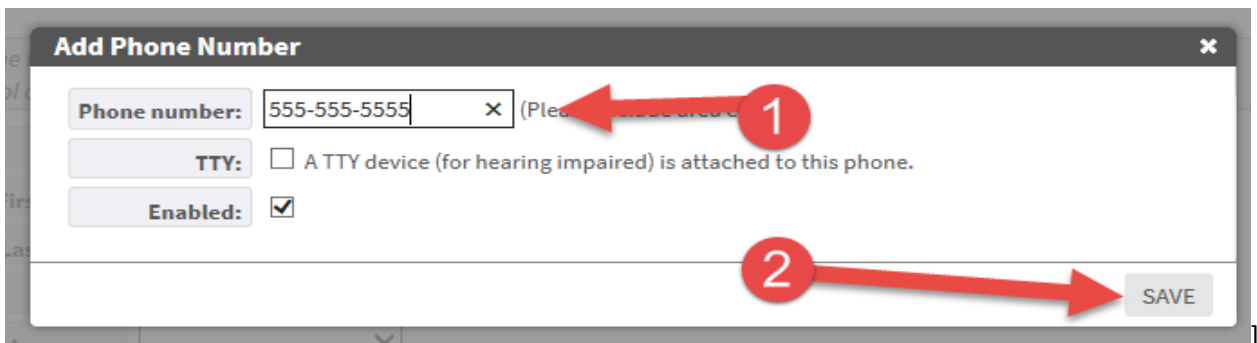
- The account window will open showing your Delivery phone numbers, text numbers, email addresses and street address.

*****If you don't make any changes, all message types will automatically go to all contacts listed on your account and you can Log Out at this time*****

- If you would like to add additional contacts to your account you can do so by clicking the “Add” button. You will need to select what type of contact you are adding.



1. Enter the information for the new contact
2. Click “Save”



- Once you have added an additional contact you will need to go in and enable it for message delivery

- If you would like to determine which contact gets a message you can do so on the “My Account” page. Roanoke County Public Schools will be using the Emergency, Survey and Other Delivery Preferences. There is no need to configure the Attendance or Balance options they are not being used.

Blackboard
Father Test MY ACCOUNT LOG OUT

HOME SCHOOLS MESSAGES HELP

If any of the information on this page is incorrect please contact Lori Wimbush
Your school can then update their databases with the correct information.

Login: EDIT LOGIN / PASSWORD Save

First name: Father

Last name: Test

Gender: [v]

Preferred language: [v]

My students:

Name	Organization
Greg Test	Northside Middle School

Message delivery: Always ask for my password before playing messages over the phone

Delivery Addresses:

Labels	Address	Enabled
home, primary	555-555-5555	<input checked="" type="checkbox"/>
mobile	555-555-5555	<input checked="" type="checkbox"/>
primary	555-555-5555	<input checked="" type="checkbox"/>
primary	email@email.com	<input checked="" type="checkbox"/>
primary	243 Blue Ridge Rd Roanoke, VA 24019	<input checked="" type="checkbox"/>

ADD

Delivery Preferences:

Category	App	Cell Phone	Home Phone	Email
Emergency	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Websites: + Add

Recent contacts: You have no recent contacts.

Notifications to the App

Text/SMS messages to your cell phone

Calls to your home phone and cell phone

Messages to your email address

*Simply click on the icons you want to configure for each category. It will allow you to check or uncheck the box to enable or disable that contact. Once finished making your choices simply click “Save” at the top right hand corner of the screen.

Delivery Preferences: Emergency

Phone Number	App	Cell Phone	Home Phone	Email
555-555-5555	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
555-555-1234	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
555-555-0001	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Navigating the Website

1. Home Tab – Contains a quick link to your Inbox where messages appear and are kept for your review
2. School Tab – Contains general information about the District and student’s school
3. Messages Tab – Contains messages that have been sent to your account
4. Help Tab – Tells you where to call if you have questions about the information on your account
5. Once you are finished using the website be sure to “ Log Out”

