



## Configuring a Parent/Staff Portal Account for Blackboard Connect

MCCSD HOW-TO: Last Updated February 24, 2015

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1. Navigate to: <https://mccsd.bbcportal.com/>
2. To subscribe click "Sign Me Up!" and enter your name, email address and password to create an account. **Note: Passwords must contain at least 8 characters, at least 1 capital letter, and at least 1 number.**
3. The system will send you a confirmation email with an activation link. The activation link will bring you back to the Parent-Staff Portal and continue the process of configuring your account. It will ask you to set security questions and then ask you to login to the system.
4. After you successfully login with your email address and password, the system will ask you for an identification code. Enter this code and click submit.

***For parents/guardians: Your identification number is your child's student ID number. You can only enter one here, but you can add each child later on. If you do not know your child's student ID number, you can contact your child's school building.***

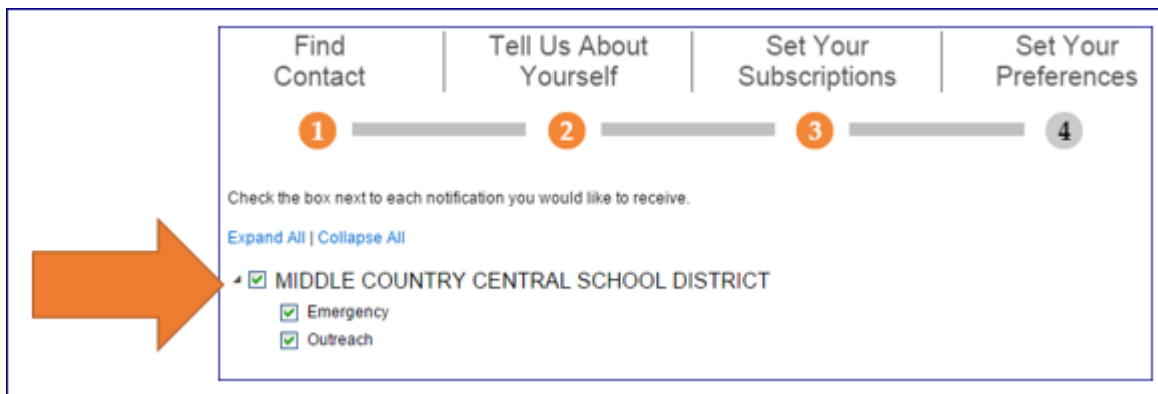
***For staff: Your identification is your staff ID number. This number can be found on your paycheck. If you do not know your staff ID number, you can contact the Personnel Office.***

5. After the system finds an associated record, it will ask you to verify a piece of information from the account, either a phone number or email address. Since we are in the process of collecting email addresses, a phone number is required.
6. After verifying that you entered a correct phone number, the system will ask you to associate your Portal Account with either your child's student record or your staff record. Click associate.
7. The next screen will verify the data that has pre-loaded into the Parent-Staff Portal from either school or personnel records. Click next.

***Although you are able to add additional contact points in the Blackboard Connect Portal, please remember that primary contact information cannot be modified by you. It must be updated by school staff. It is very important that parents and guardians regularly update your child's school with updated contact information, including phone numbers and email addresses. Staff members should contact the Personnel Office.***

8. On the “Tell Us About Yourself” screen, you will be able to add additional contact methods to your account. For phone numbers, you can select whether or not they are able to receive text messages. You may also add an email address. When you finished, click next.
9. On the “Set Your Subscriptions” screen, you will be able to control what lists you receive messages from. You can click the black triangle next to “MIDDLE COUNTRY CENTRAL SCHOOL DISTRICT” to expand the list to see what is listed below. **You may only opt-out of outreach messages. You may not opt-out of emergency messages.** When you are happy with your settings, click next.

***Parents and guardians are automatically configured to receive emergency and outreach messages from the District and from each of your child’s school buildings. At this point, you have only associated one child. If you have more than one child in the District, you will be able to associate them later on.***



10. The “Set Your Preferences” screen will give you a summary of what you have configured thus far. If you are happy with your settings, you can click done. If you need to make changes, you may go back or you may click done and go to each section individually.
11. At this point, you are finished with your initial configuration of the Parent-Staff Portal.

**To add additional students to your Parent-Staff Portal Account:**

1. Log into the Parent-Staff Portal.
2. On the home page, click “Edit Contact Information” on the lower left of the screen.
3. On the left side of the screen, click “Find Contacts”.
4. Enter your next child’s student ID number. ***The system will use the same verification method that it used for your first child.***
5. Repeat for each additional child.