

**Step 1:** Log into the portal and select contact info from the drop-down under your name at the top right.

**Step 2: My contact information** screen:

1. You may add an address, add an email address or add a new phone number. Be sure to click “save” after completing your edits.
2. To edit any of your current information you must hover over the item and then select the pencil icon. Again, be sure to click “save” after completing your edits.

**Step 3: Subscription** screen:

1. The **My Subscription** tab allows you to edit how you receive attendance and Outreach messages. Edit this by using the pencil icon.
2. The **Manage Subscription** tap will allow you to choose what buildings you will wish to receive information from and to which devices. Edit **District** messages and **School** messages by using the pencil icon. Be sure to click save after completing your edits.

**Step 4: Find Contacts** screen:

1. The **Find Contact** screen allows you to add your child to the portal. You will need your child's student ID number and the associated phone number. **You will be required to do this when your child changes buildings.** This will impact students in grades 4, 7, and 9.

**Step 5: IMPORTANT:** Blackboard connect delivers two main types of messages:

1. Outreach messages are those used for most communications. These are short informational announcements concerning school closings or delays, student absences from school, or notices about important school events. Messages are generally short in length lasting 30 to 60 seconds. **Outreach messages are delivered to one main phone number and up to two email addresses.**
2. **Emergency messages** are used only for serious emergencies, where the district would need to communicate quickly to all emergency contacts. **Emergency messages will be delivered to a maximum of 6 phone numbers and two email addresses.** These would include the same contacts as the Outreach message plus up to four additional emergency contacts when provided.
3. The system is unable to dial work extension numbers. Please provide only direct phone numbers.