

Setting up a MyConnect Account

(White River School District’s phone/email Notification System)

Welcome to Blackboard MyConnect, your online tool for subscribing to messages that matter to you most. Provided below are instructions on how to register for our MyConnect site and subscribe to messages and notifications from your school and/or district.

In order to create an account you will need to know your student’s ID number. Three ways to find this number:

- 1.) All students in grades 6-12** should know this number by heart, so you can ask your child. Remind them that it is the same 7 digit number they use to buy lunch, log in to the school network and check out books in the library.
- 2.) Family Access:** Log into your Family Access account, Click on the Student Information link on the left side of the screen. Look for **“Other ID” number** under the “General Information” section. This is your child’s student ID number.
- 3.) Student Information Update Form-** At the beginning of each school year you receive a “Student information Update Form” for your review. Your student’s ID number can be found on this page, at the top, in the middle of the grey bar where their name is listed. Jot this number down for future reference.
- 4.) If you don’t know your Family Access account information, please contact your child’s school office so they can get that information to you.

Getting Started

Visit our MyConnect Site at <https://wrsd.bbcportal.com> and click **Sign Me Up!** You’ll be asked to provide your first and last name, an email address, and a password for your new account.

Once you’ve provided the information, you will receive a confirmation message to the email you’ve provided. Use the hyperlink provided in the email you receive to confirm your email address and log into your account.



The screenshot shows a registration form with the following fields: "Your First Name", "Your Last Name", "Your Email", "Choose a Password", and "Confirm Password". Below these fields is a checkbox for "I agree to the Blackboard Connect User Agreement, which includes my consent to receive the messages I select in the site, as well as the use of cookies in connection with operating the site. More information on the use of cookies is available at the Blackboard Privacy Center." and a note "All Fields Required". At the bottom, there are "Go back" and "Continue" buttons.

Establish Security Questions

Use the pull-down menus to select a security question and provide the answer to the question in the field below. These will be used to verify your identity in case you need to reset your password.



The screenshot shows a form titled "Answer Security Questions" with the instruction "you need to reset your password, you will be asked the security questions you select and required to answer them correctly." It contains three security questions, each with a pull-down menu and a text input field: "Security Question 1: What was the name of your first pet?" with the answer "Fido"; "Security Question 2: What is the name of the first school you attended?"; and "Security Question 3: What was your High School mascot?". At the bottom, there are "Clear" and "Save" buttons.

Find Contact

Provide an identification number for you or someone associated with this institution in the field provided. This is your child's student ID number.

Click Next to continue to provide a phone number or email address that is associated with the ID number you provided. The information you provide **MUST MATCH** the information we have on file.

When you're done, click Next and you will be asked to confirm the information you've entered. Click **Associate** when you're finished.

Once you have logged in, you can add any additional students you have attending in the White River School District by clicking your name in the upper right corner and selecting **Contact Information**.

Tell Us About Yourself

Provide your home or business address under the **Add Address** button. Remember to mark all required fields marked with a red asterisk.

When you're done, click **Confirm** to validate your address using a map. Confirm the location of your address or move a pin on a map to adjust the location, if necessary. Click **SAVE** when you're done.

Use the **Add Email** and **Add Phone** buttons to add or change your email and phone number.

When you're finished, click **Continue**.

The screenshot shows a progress bar with four steps: 1. Find Contact (active), 2. Tell Us About Yourself, 3. Set Your Subscriptions, and 4. Set Your Preferences. Below the progress bar, the 'First...' section asks for an identification code, with the example '987654321' entered. The 'Next...' section asks for a phone number or email address. The 'Great! We found a contact...' section asks 'How are you related to (CONNECT 5.0 TEST TRAINING (ED))?' with a dropdown menu showing 'Mother' selected, and an 'Associate' button.

The screenshot shows the 'Tell Us About Yourself' step. It includes buttons for 'Add Address', 'Add Email', and 'Add Phone'. Below these is a form for address verification. The form has a warning: 'This website requires an address'. Fields include 'Address Type' (Home), 'Country' (United States), 'Address Line 1', 'Address Line 2', 'City', 'County', 'State', and 'Zip Code'. A 'Verify Your Address' pop-up window is open, showing a map with a pin and the selected address: '40 Gold Street, San Francisco, CA 94123, San Francisco'. The map shows the location on a street grid. The pop-up also displays coordinates: Lat: 37.7968, Long: -122.4025. Buttons for 'Cancel', 'Back', and 'Save' are at the bottom.

Set Your Subscriptions

Use the checkboxes to subscribe to the message topics that are available on your screen. You can subscribe to more than one message, however, you **cannot opt-out of receiving Attendance or Emergency Messages**.

Set Your Preferences

Tell us how you would like to receive your messages. Click the message topic you have subscribed to on the *Set Your Preferences* screen and use the checkboxes to indicate where whether you want your message sent to your email or to your phone by voice or SMS message.

For example, you can set your preferences to receive any emergency message as a phone call or SMS message and have Event Reminders sent to your email address.

Click **Save** when you're done.

