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

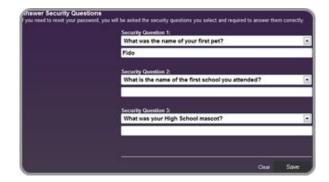
Visit our MyConnect Site at https://wrsd.bbcportal.com and click **Sign Me Up!** You'll be asked to provide your first and last name, an email address, and a password for your new account.

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.



Establish Security Questions

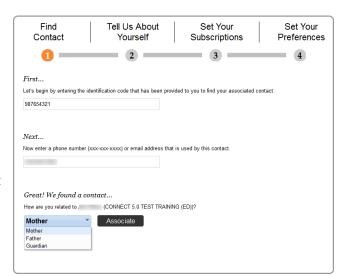
Use the pull-down menus to select a security question and provide the answer to the question in the field below. These will be used to verify your identity in case you need to reset your password.



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.



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.

