

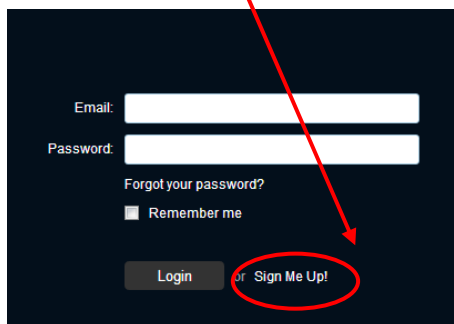
Connect Portal for Notifications

You can:

- View Notification
- Change or add contact information
- Change method of receiving notifications

Access the Connect Portal at <https://harrisonburgcitypublicschools.bbcportal.com/>

Click on “Sign Me Up” to create your account.



Email:

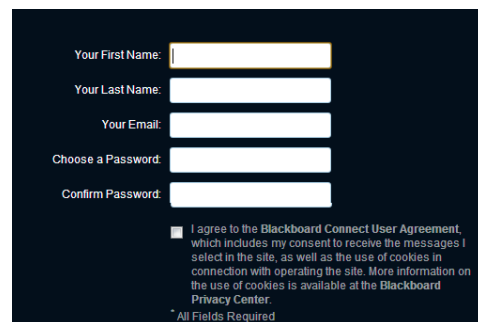
Password:

[Forgot your password?](#)

Remember me

or

Add your first name, last name, email address and the password that you want to use. Password must be 8 characters with upper and lower case and number. Be sure to click to agree to the terms of use.



Your First Name:

Your Last Name:

Your Email:

Choose a Password:

Confirm Password:

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.

* All Fields Required

Complete setup:

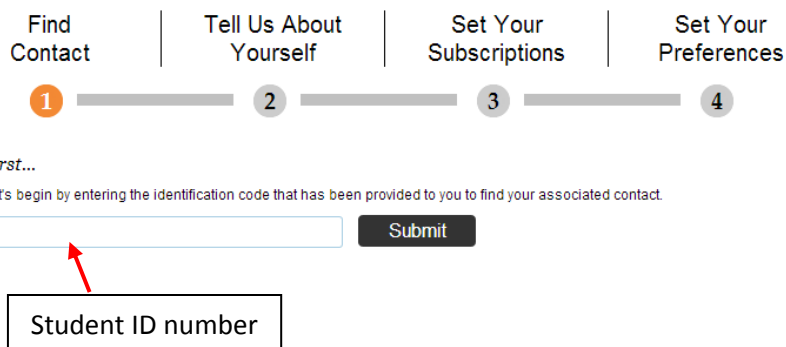
- Enter 3 security questions
- You will receive an email. Click on the link in the email to finish the process.

Login using your email address and password.

You will need two pieces of information:

- Your child’s student ID number (lunch number)
- Your home phone number or other contact number that is currently in our student information system.

The name and relationship to your child should come up. Click on Associate to add that child to your Connect Portal.



Find Contact | Tell Us About Yourself | Set Your Subscriptions | Set Your Preferences

1 2 3 4

First...

Let's begin by entering the identification code that has been provided to you to find your associated contact.

Student ID number

Step 2: Add or update contact information. Reminder: changing the information here does not change in our student information system. Please contact the school to make those changes. This is ONLY for the notification system.

Step 3: Set Your Subscriptions.

- Emergency is only used for true emergencies and will be sent to ALL contact information. This cannot be changed.
- Attendance is used by some schools to automatically call if the child is absent.
- Outreach is used for all other calls, including closings and announcements.

Step 4: This is where you manage your subscriptions. Designate what numbers you want to receive which type of information. You can specify voice, email, or SMS (text) messages. Mouse over the contact information and then click on the pen icon to the right to edit. Check the box in front of each contact that you wish to receive the type of information. **IMPORTANT:** You must complete this screen to receive the notifications.

Tell us how you would like to be reached. To indicate your preferences, mouse over each notification to edit.

HARRISONBURG CITY SCHOOL DIST

Emergency

Attendance

Outreach

Receive important, non-emergency, outreach messages about your community.

All Voice All Email All Text

540- [redacted] [redacted]@har... 540- [redacted]

540- [redacted] [redacted]rocki... [redacted]rocki...

Cancel Save

You can add siblings or make changes to the contact information and subscriptions any time. Login and then click on the down arrow after your name in the upper right-hand corner. Select the appropriate screen.

Contact Info – add/delete phone numbers and email addresses

Subscriptions – manage which types of notifications each contact may receive

User Settings – change your password



To add other children to your portal, select “contact info” and then select “Find Contacts” from the menu. Type in the student ID for the next child and follow instructions.

If you need help getting this set up, contact Shannon Davis (sdavis@harrisonburg.k12.va.us) or Mike Cox (mcox@harrisonburg.k12.va.us). They can also be reached at 540-434-9916.