Signing Up to Receive Text Messages From BISD

## Creating a Blackboard Connect Portal Account

Creating a Blackboard Connect Portal account is an easy process that is similar to the sign up process for popular website services such as Facebook and Google. The steps below outline the sign up and sign in process to enable your Blackboard Account to receive text messages.
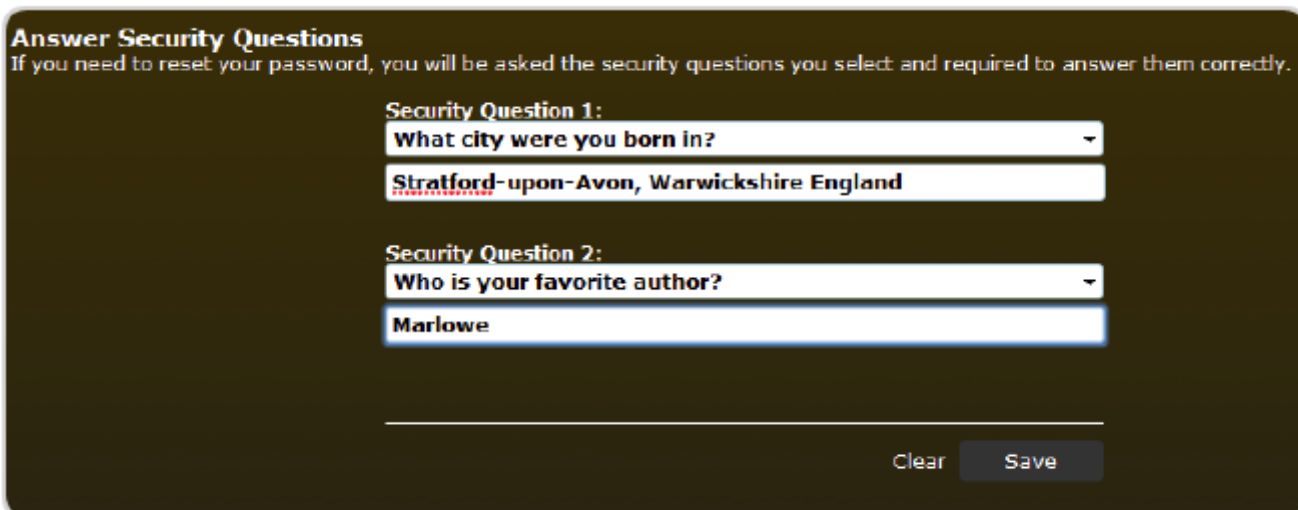
Signing up to receive messages

1. Go to *https://bmtisd.bbcportal.com/*
2. Click **Sign Me Up!**
3. Fill out the information in the given fields and click **Continue**

A confirmation email from noreply@blackboard.com will be sent to the email address you have provided. If you do not receive this email, check your junk or spam folder.

Once you receive the email, simply click the link provided to be redirected to a security page where you select and answer your security questions. These questions will be used in the event you forgot your password.
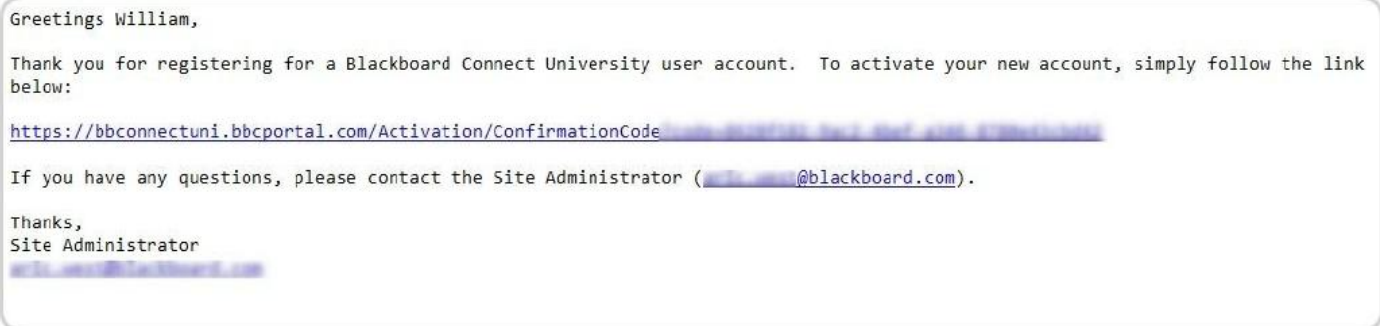
4. Select a security question from each dropdown box and provide an answer. Make sure you provide an answer you'll remember. Click **Save** when you're done.

5. If you have successfully provided your answers to the security questions, you will be presented with a confirmation screen. Click **Login** to continue to the login screen.

Logging in for the First Time

1. Go to *https://bmtisd.bbcportal.com* and enter your email address and password.
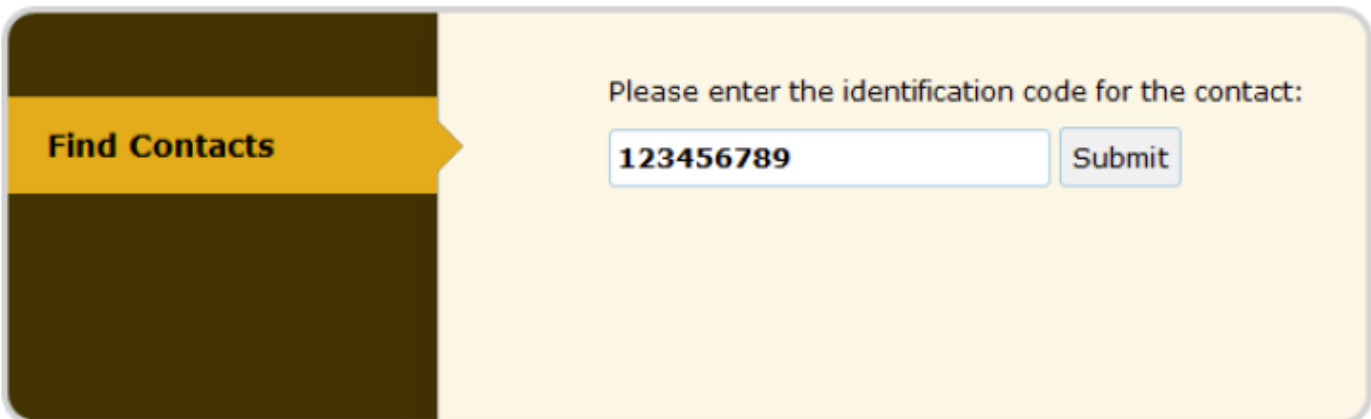
Before you can continue, you will need to provide information to verify your opt-in privileges.
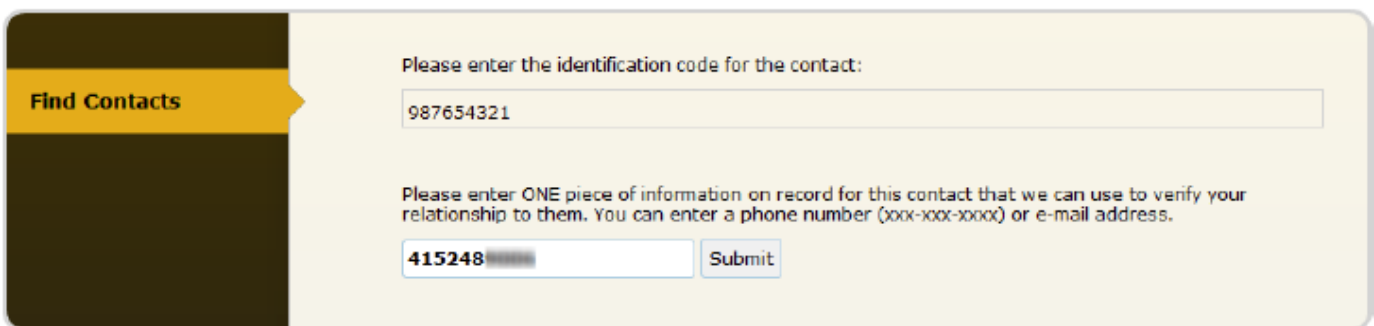
2. Provide the identification code (Student ID)

3. Include information regarding the contact, such as phone number or address.

4. The system will look for the contact record and display the match below. Click the **Associate** button below the results to associate your portal account to your Blackboard Connect Contact.

Find Contacts

Please enter the identification code for the contact:

987654321

Please enter ONE piece of information on record for this contact that we can use to verify your relationship to them. You can enter a phone number (xxx-xxx-xxxx) or e-mail address.

415-248-9006

We found a contact using the information you provided.

William Shakespeare
BBC CLIENT CARE UNIVERSITY (DEMO ACCOUNT)

Associate

5. Once you have associated yourself to your student, the system will walk you through several steps to confirm your information and how you would like to receive messages (call, text, email, etc.). Once you have completed this step for all numbers and email addresses associated with your account, you will be opted in to receive messages.