

Signing Up to Receive Text Messages From BISD

Creating a Blackboard Connect Portal Account

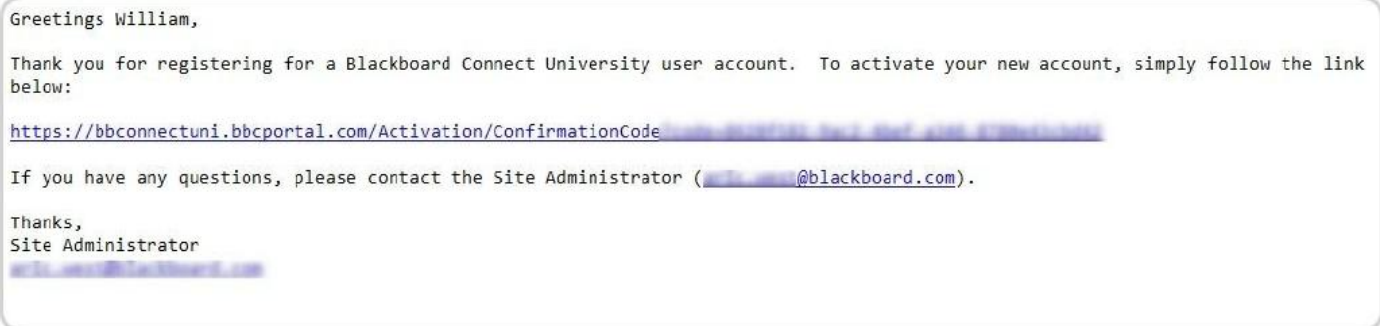
Creating a Blackboard Connect Portal account is an easy process that is similar to the sign up process for popular website services such as Facebook and Google. The steps below outline the sign up and sign in process to enable your Blackboard Account to receive text messages.

Signing up to receive messages

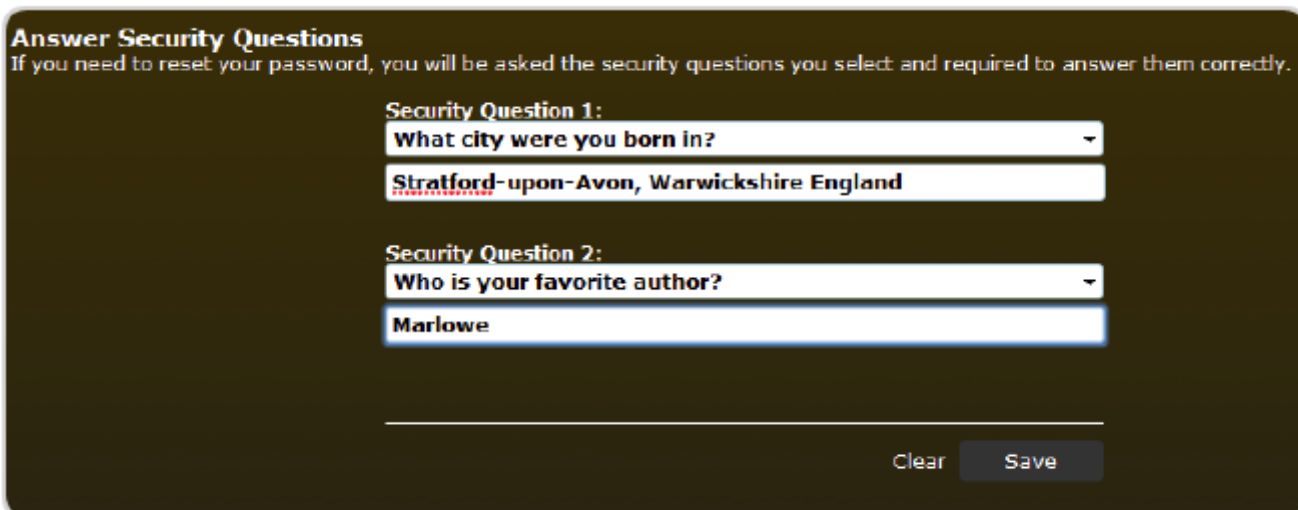
1. Go to <https://bmtisd.bbcportal.com/>
2. Click **Sign Me Up!**
3. Fill out the information in the given fields and click **Continue**

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.



Answer Security Questions
If you need to reset your password, you will be asked the security questions you select and required to answer them correctly.

Security Question 1:
What city were you born in?
Stratford-upon-Avon, Warwickshire England

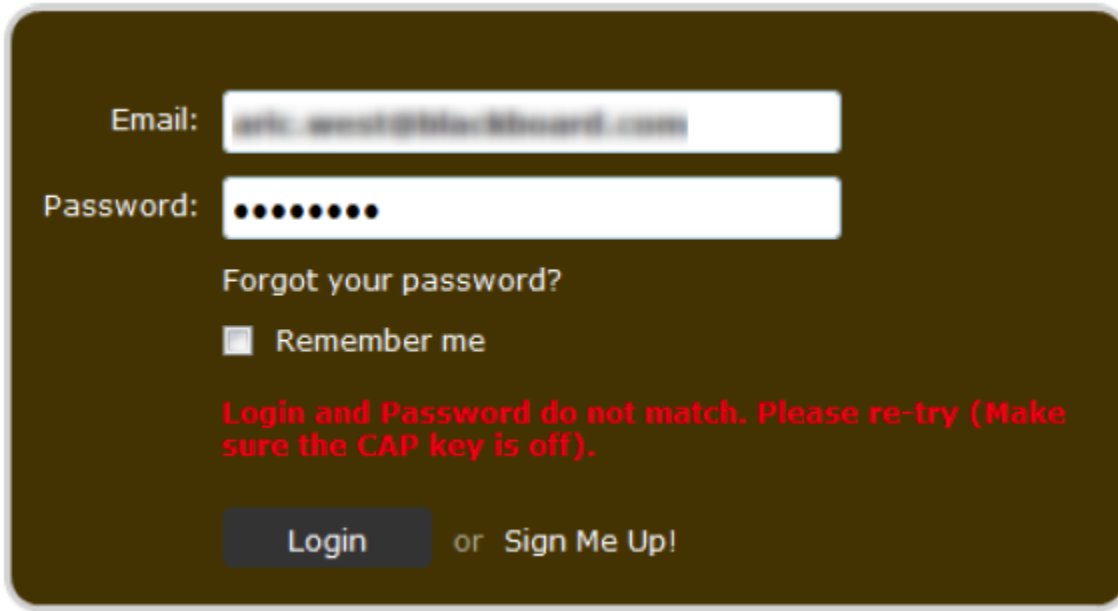
Security Question 2:
Who is your favorite author?
Marlowe

Clear Save

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.

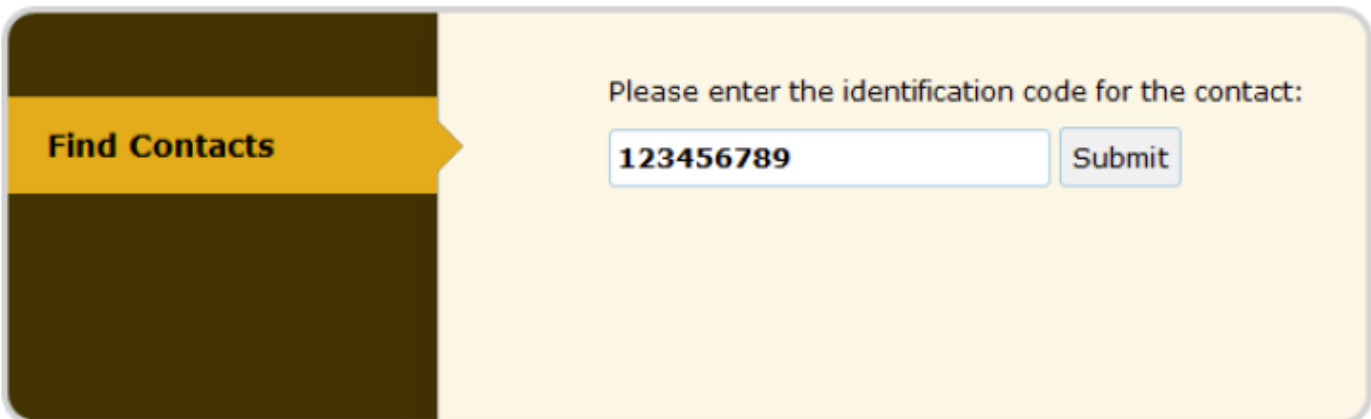


The screenshot shows a login form with the following elements:

- Email:
- Password:
- Forgot your password?
- Remember me
- Login and Password do not match. Please re-try (Make sure the CAP key is off).**
- or

Before you can continue, you will need to provide information to verify your opt-in privileges.

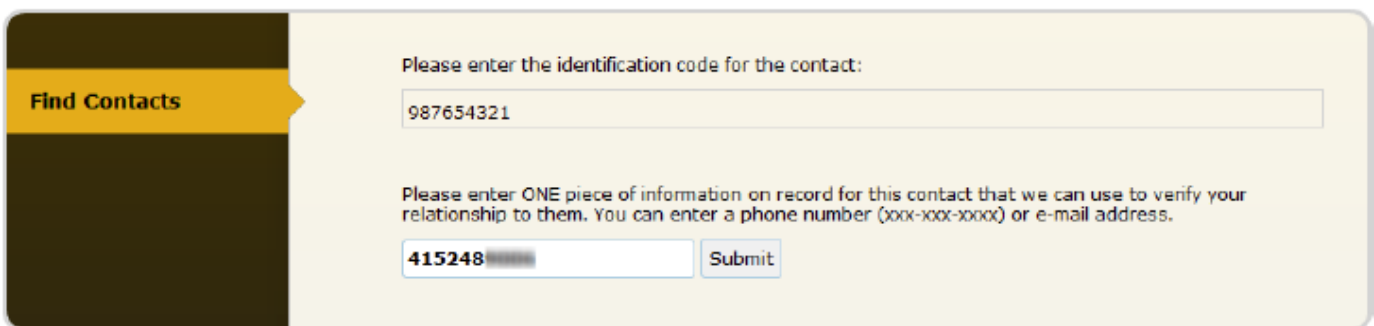
2. Provide the identification code (Student ID)



The screenshot shows the 'Find Contacts' page with the following elements:

- Find Contacts** (button)
- Please enter the identification code for the contact:
-
-

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



The screenshot shows the 'Find Contacts' page with the following elements:

- Find Contacts** (button)
- Please enter the identification code for the contact:
-
- 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.
-

Associate

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

The screenshot shows a web interface with a dark sidebar on the left containing a yellow button labeled "Find Contacts". The main content area is light yellow and contains the following text and form elements:

- Text: "Please enter the identification code for the contact:"
- Text input field containing: "987654321"
- Text: "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."
- Text input field containing: "415-248-9006"
- Text: "We found a contact using the information you provided."
- Text: "William Shakespeare
BBC CLIENT CARE UNIVERSITY (DEMO ACCOUNT)"
- Text button: "Associate"

- 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.