

Gallaudet University Community Set-up Instructions:

Setting up Your Account via the Bb Connect Portal

The Bb Connect portal allows you to add or modify the ways in which you want Gallaudet University and Clerc Center to reach you using Bb Connect announcement. You will be able to add or delete phone numbers and email addresses, add text messaging, and even turn off certain types of notifications. Follow the directions below carefully, step by step.

Before you begin, make sure you have an email account that you can use to register with Bb Connect Portal.

I. First time users - Sign Up

- a. Go to the Bb Connect Portal at: _____

c. Complete the required information, and check the box to agree to the “Blackboard Connect User Agreement”. Then, click on “Continue” button at the bottom of the window.

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

NOTE: At this point you will see the message shown below. Log in to your email account in order to complete the required steps.

A confirmation email has been sent to the email address you provided. Please follow the instructions in the email to complete your registration.

d. Once you have received your email confirmation and clicked the confirmation link within the email, you will be directed back to the Bb Connect Portal site and asked to select security questions in case you need to reset your password. Select your questions and supply the answers. Remember to click 'Save' when finished.

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?

Security Question 2:
What street did you grow up on?

Security Question 3:
What was your childhood nickname?

Clear Save

e. You will have the option to 'Login' and begin managing your account information.

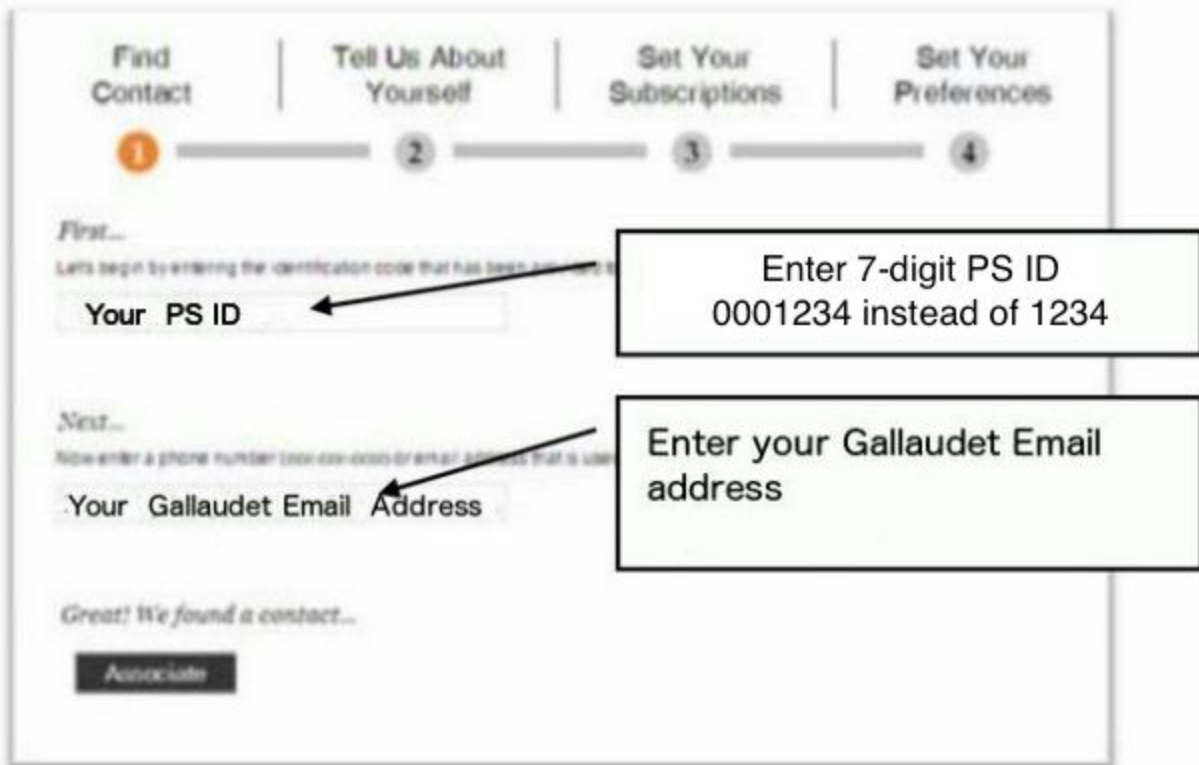
Congratulations, your account has been activated. You may now login.

Login

Use your email address and the password you chose for Bb Connect Portal to log into the site.

Confirming your account and associating it with your Gallaudet PS-ID and email address.
(One time setup.)

- a. In the box asking for your identification code, enter the Gallaudet ID (PS-ID) 7-digit number, and then use your Gallaudet Email address to associate with your Bb Connect account. Your Peoplesoft ID number can be obtained from your school's website: <http://www.gallaudet.edu/gts/bison.html>
- b. You will be asked a series of questions. Your answers to these questions will ensure that the Bb Connect account you are setting up is correctly associated with your record in the Bb Connect database.
 - i. Watch the progress bar at the top of the screen and be sure to move through ALL 4 steps, clicking 'Associate' or 'Next' until you have answered all of the questions presented.
 - ii. When you have completed all 4 steps, click 'Done' to complete setting up your Bb Connect portal account.



Editing Contact Information

The 'Contact Info' page allows you to add or edit contact options. To reach the Contact Info menu, click the menu item on the left panel, or after logging in, use navigation in the upper right corner. Remember – when an emergency announcement is sent, Bb Connect will call ALL phone numbers listed.

My Contact Information

Let us know how you would like to be reached. You may provide up to 10 phone numbers, 10 email addresses, and an address. Then, go to Subscriptions to select the notifications you would like to receive.

[Add Address](#) [Add Email](#) [Add Phone](#)

| | | | | |
|--|--|-------|------|-----|
| | 770-555-1212 Work 1 | Voice | Text | TTY |
| | | ✓ | | |
| | 404-555-1212 Mobile 1 | Voice | Text | TTY |
| | | ✓ | ✓ | |
| | ccsparent@yahoo.com E-mail Address | | | |
| | ccsparent@work.com E-mail Address | | | |

- Choose 'Add Phone' to enter a new phone number (including the area code) or 'Add Email' to add an email address.
- Edit a device by 'hovering' over the Device you wish to edit and then clicking on the 'Pencil Icon.' Be sure to click 'Save' after making any changes.
- Delete a device while 'hovering' over the Device and clicking the 'Trash Can Icon'.

Final Steps

When you finish updating your information, remember to sign out of Bb Connect Portal using the drop-down navigation in the upper right corner of the window.



In the future if you need to update your contact information or subscriptions, just return to the Blackboard Connect Portal (<http://gallaudet.bbcportal.com>) and log in.

If you are no longer with Gallaudet University and/or Clerc Center, (like graduated, retired, etc.), you should unsubscribe from all messages.