

Dear Parents and guardians,

As many of you have heard, North Haven Public Schools has upgraded from the previous Alert Now system to the launch of Blackboard MyConnect site. This is the district's new and upgraded alert system. You will be able to access the parent portal site and assign yourself to your children through their school id number via one log in.

Since the launch of the system there has been a variety of questions. Below are the step by step instructions to assist and guide you through the parent portal. In addition, there will be members of the district staff at each open house in the computer labs to assist with any issues that you may have encountered. The step by step instructions will be placed on the website with screen shots of the website for you to refer to in the future. Blackboard Connect also has a very helpful support line that will guide you through any issues that you may have. Please dial 888.599.2720 then press 2 for Blackboard connect assistance.

You can access our new MyConnect site by typing the following URL into the web browser on your computer:
<https://bbnhps.bbcportal.com/>.

The instructions are as follows:

1. Once the page is open, click the **Sign Me Up!** link to setup your account.

Please note that in order to create an account you will need:

- An active email address.
- Your student's ID # (this was given to you in the letter dated July 31, but can be sent again, if you call North Haven Public School (203) 239-2581)
- The phone number or email address that we have on file for your student.

Enter the required information and click: continue.

2. Once you create a user and password above you are now able to log in on the main screen. Log in and click: edit contact information.
3. A listing of your contacts will come up. First you must add phone numbers and email addresses to the system. This is where you add what phone numbers you want to receive messages on.
4. At the bottom it may have your students listed. If your students are not listed, on the right side click find students. You will then be prompted to type in your student's id number and click: submit. Continue to add your students until all your students are listed on the contact info screen. Once all students are listed, click subscriptions on the left hand side.
5. A listing of your contacts will come up. At the bottom it may have your students listed. If your students are not listed, on the right side click find students. You will then be prompted to type in your student's id number and click: submit. Continue to add your students until all your students are listed on the contact info screen. Once all students are listed, click subscriptions on the left hand side.
6. Once you click subscriptions you will see a summary of your subscriptions. To set your subscriptions, please click the tab Manage Subscriptions at the top. This will allow you to determine the types of messages you would like to receive for each school you have a child attending.

There are 3 types of messages:

- a. **Emergency**- only used in a true emergency. This type of message is required and when activated by the district the message will be sent to all numbers in the system via, phone, mobile phone and text.
 - b. **Attendance**-used daily by the middle and high school's to notify parents or guardians if the student is not in school.
 - c. **Outreach**- used very often. This tool is to communicate a variety of things from either the school level or the district level. Very often these messages are for school happenings or school closings and early dismissals.
7. Once you have determined the types of messages you would like to receive, you must now determine which numbers you would like to receive the messages on. You must click edit on the right side of your screen, the phone numbers, and email addresses will appear. To activate the numbers shown you **MUST CLICK the numbers or else you will NOT receive messages**. It **MUST** be done at the district level and again on the school level for all students you have within in the district for both outreach and attendance messages. Once completed his save. This will complete your setup, please note that you can edit this information at any time.