

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 districts' 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.

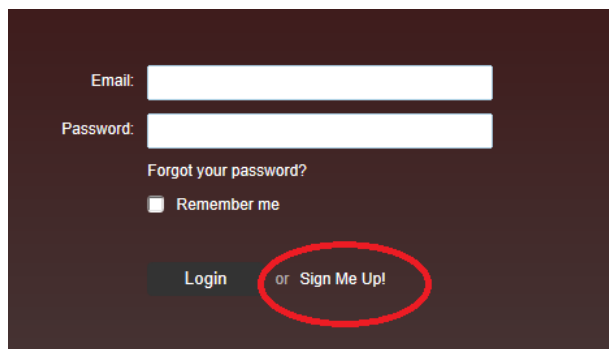
Since the launch of the system there has been a variety of questions. Below are the step by step instructions to assist and guide you through the parent portal. In addition, there will be members of the district staff at each open house in the computer labs to assist with any issues that you may have encountered. The step by step instructions will be placed on the website 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.

**NOTE:**  
**If you have already signed up for MyConnect and have not received any messages, you should check to make sure that you have completed step 7 at the end of this document. Failure to do so will result in you not receiving any alert messages!**

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:

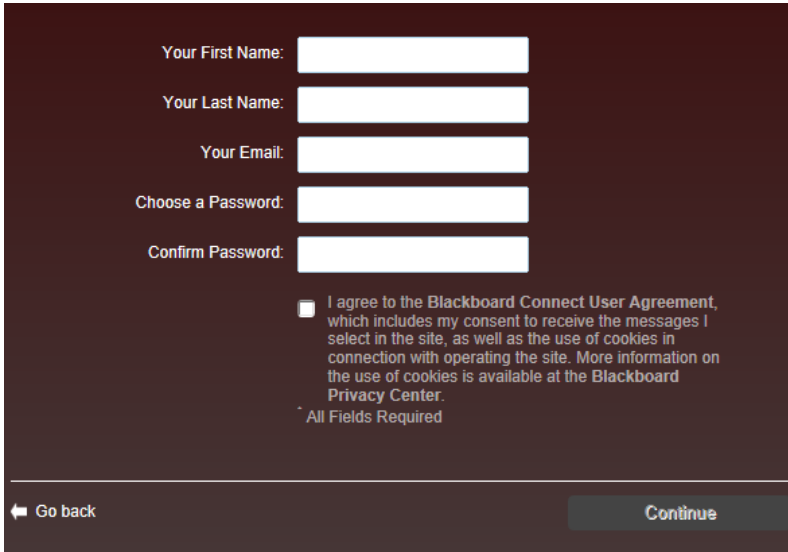
1. Once the page is open, click the **Sign Me Up!** link to setup your account.



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.

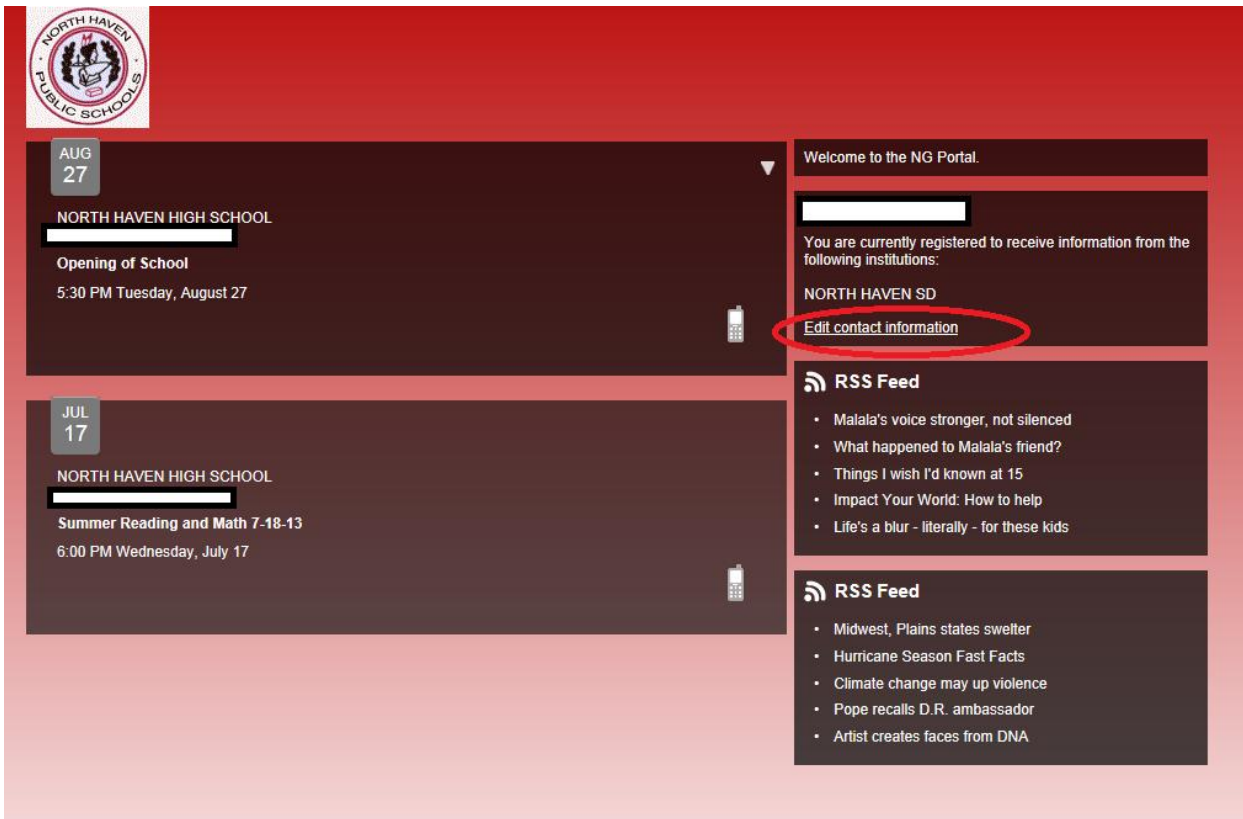
2. Enter the following information and click: continue.



The registration form is set against a dark blue background. It contains the following fields and text:

- Your First Name: [text input]
- Your Last Name: [text input]
- Your Email: [text input]
- Choose a Password: [text input]
- Confirm Password: [text input]
- 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
- Go back (with left arrow icon)
- Continue (in a dark blue button)

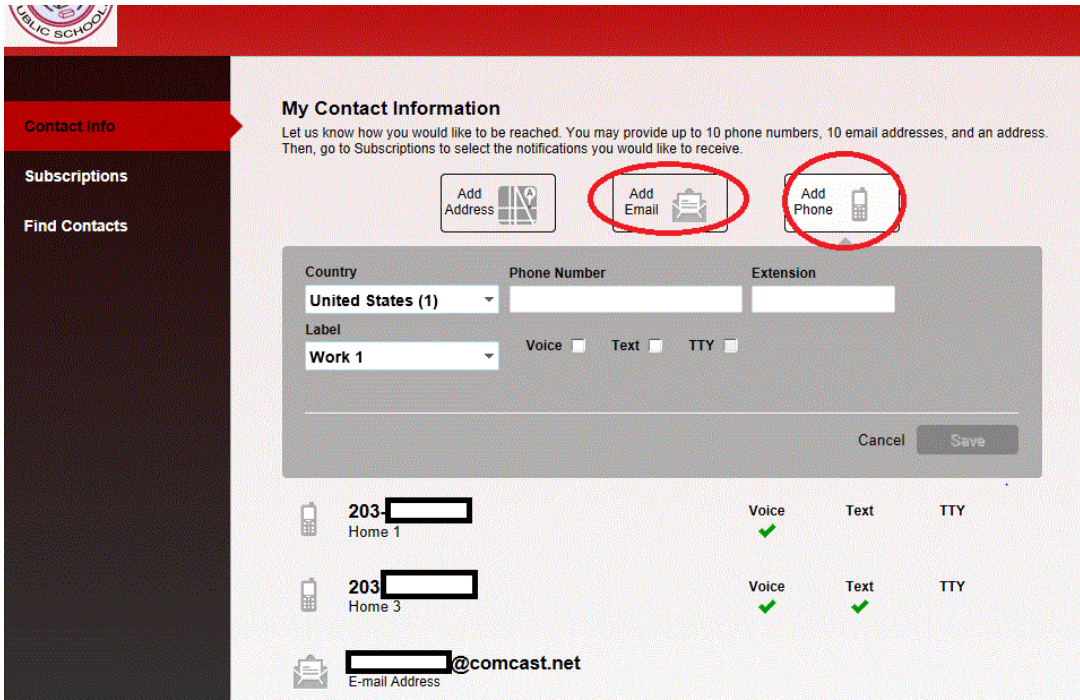
3. Once you create a user and password above you are now able to log in on the main screen. Log in and click: edit contact information.



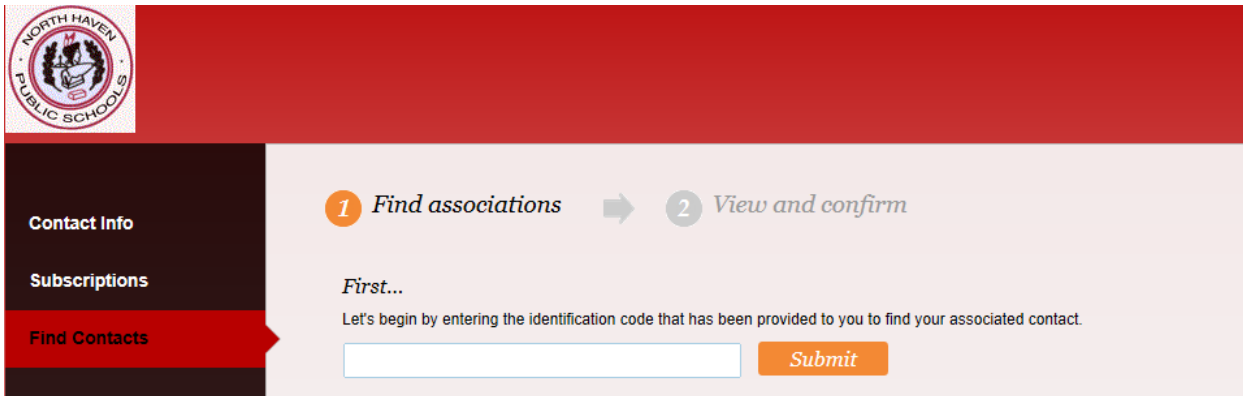
The main screen features a red header with the North Haven Public Schools logo on the left. The content is organized into several sections:

- Calendar:** Two event cards are visible. The top one is for "Opening of School" on August 27 at 5:30 PM. The bottom one is for "Summer Reading and Math 7-18-13" on July 17 at 6:00 PM. Both cards include a mobile notification icon.
- Welcome to the NG Portal:** A dark blue box containing a user profile picture placeholder, the text "You are currently registered to receive information from the following institutions:", and "NORTH HAVEN SD". Below this is a link "Edit contact information" which is circled in red.
- RSS Feed (top):** A dark blue box with an RSS icon and a list of five article titles.
- RSS Feed (bottom):** A dark blue box with an RSS icon and a list of five article titles.

- 4. 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.



- 5. At the bottom it may have your students listed. If your students are not listed, on the left side click “find contacts.” 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.



- 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:

- 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.
- Attendance**-used daily by the middle and high schools to notify parents or guardians if the student is not in school.
- 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.

This **must** be done for both the North Haven district and your school(s)!! (see step 7)

- CRITICALLY IMPORTANT!!!** Once you have determined the types of messages you would like to receive, you must now click on the “My Subscriptions” tab to now determine which numbers you would like to receive the messages on. You must click edit on the right side of your screen (as shown above), so that your 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, hit “save.”

Phone numbers and email addresses must be ticked for each alert type (attendance and/or outreach) or you will not receive messages!

This will complete your setup. Please note that you can edit this information at any time.