Gallaudet University Community Set-up Instructions:
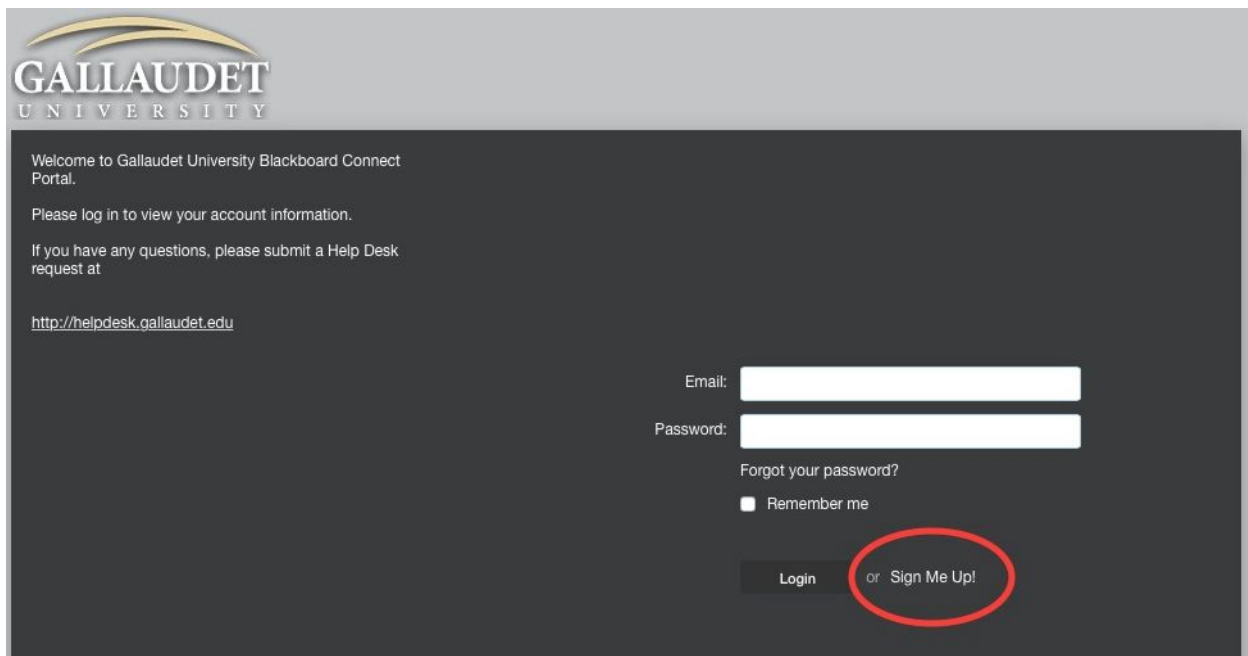
First step:

Setting up Your Account via the Bb Connect Portal website

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 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 need to register with Bb Connect Portal.

I.   **First time users - Sign Up**

   a. Go to the Bb Connect Portal at: http://gallaudet.bbcportal.com
   b. Click the Sign Me Up! link

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.

- **NOTE:** If you signed up with your '@gallaudet.edu' email address, be sure to remember the password because the password will not update when you reset your password at the http://password.gallaudet.edu webpage. If you forget your password for Bb Connect, go to the portal's homepage and click on the "Forgot your password?" link.

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 Gallaudet email address.   (One time setup.)

    a. In the box asking for your identification code, enter the **Gallaudet ID (PS-ID)** number, and then use your **Gallaudet Email** address to associate with your Bb Connect account. Your Peoplesoft ID number can be obtained from the BISON 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.

a. Choose 'Add Phone' to enter a new phone number (including the area code) or 'Add Email' to add an email address.
b. 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.
c. 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.
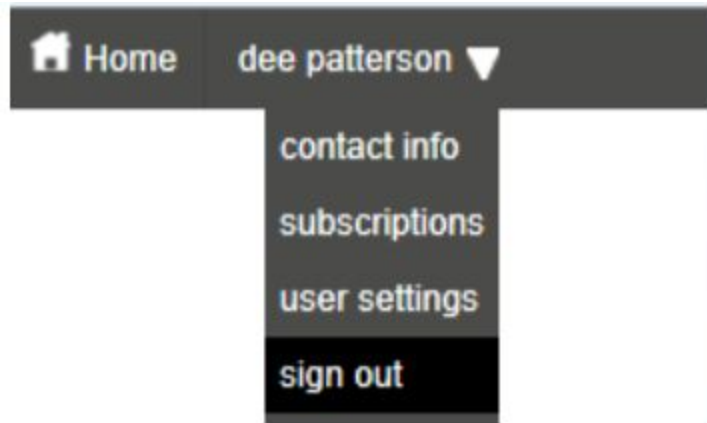
In the future if you need to update your contact information or subscriptions, just return to the Blackboard Connect Portal (http://gallaudet.bbcportal.com) and log in.

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

Second step:

Blackboard MyConnect - Mobile App

After you have signed up at Bb Connect Portal website, you will be able to use Bb MyConnect mobile app for receiving pop-up alerts on your device's screen.

Important !! If you have not yet signed up at the Portal website, please go back and follow the instruction on the first page of this document. Otherwise, you will not be able to use the mobile app.

Look for the app called "Blackboard MyConnect" in iOS App Store or Google Play Store. Because there are several Blackboard apps listed in their stores, you should be able to identify the proper app by looking at Its icon and screenshots as shown below.
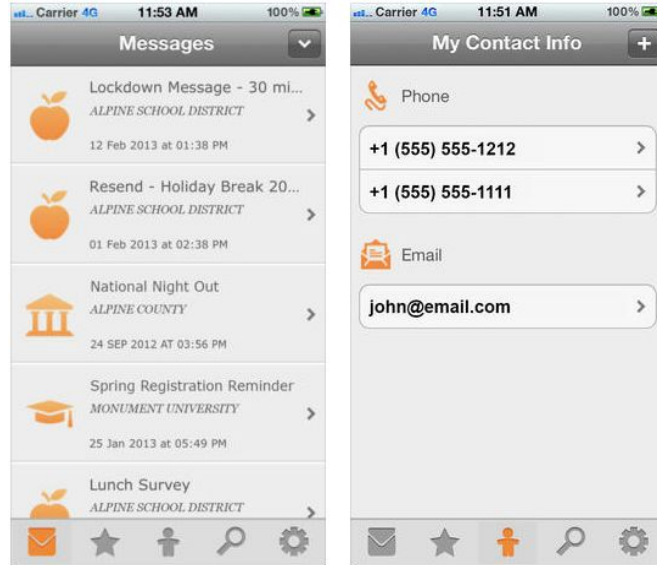
iOS
Icon: Bb MyConnect

iOS
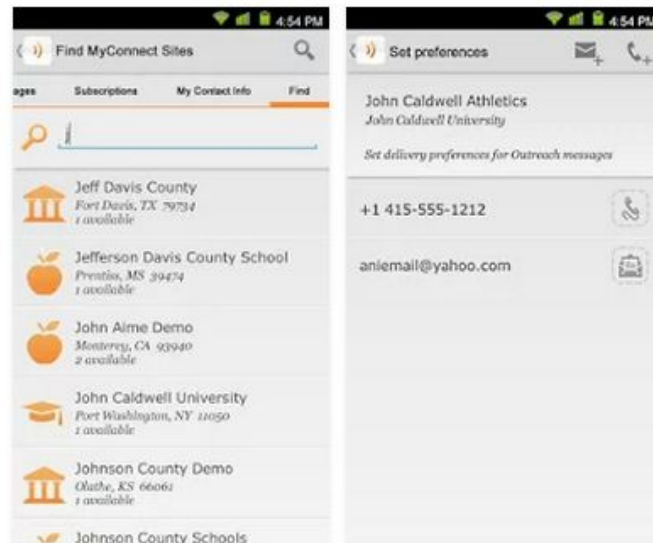**App Screenshots: Bb MyConnect**

Android
Icon: Bb MyConnect

Android
App Screenshots: Bb MyConnect

After you have installed Bb MyConnect app on your mobile device, you can go ahead and sign in with the same email account and password that you have created at Bb Connect Portal website.

Via this mobile app, you can even edit your contact information, and view alerts history.