

Using the Blackboard Connect Portal

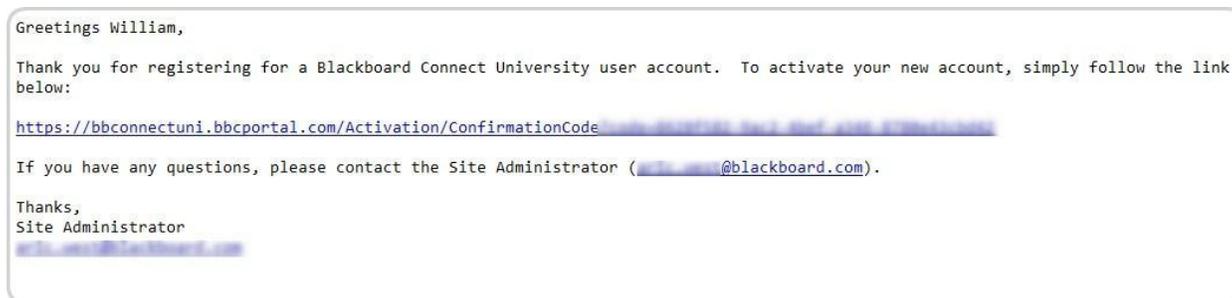
Creating a Portal Account

Signing up to receive messages

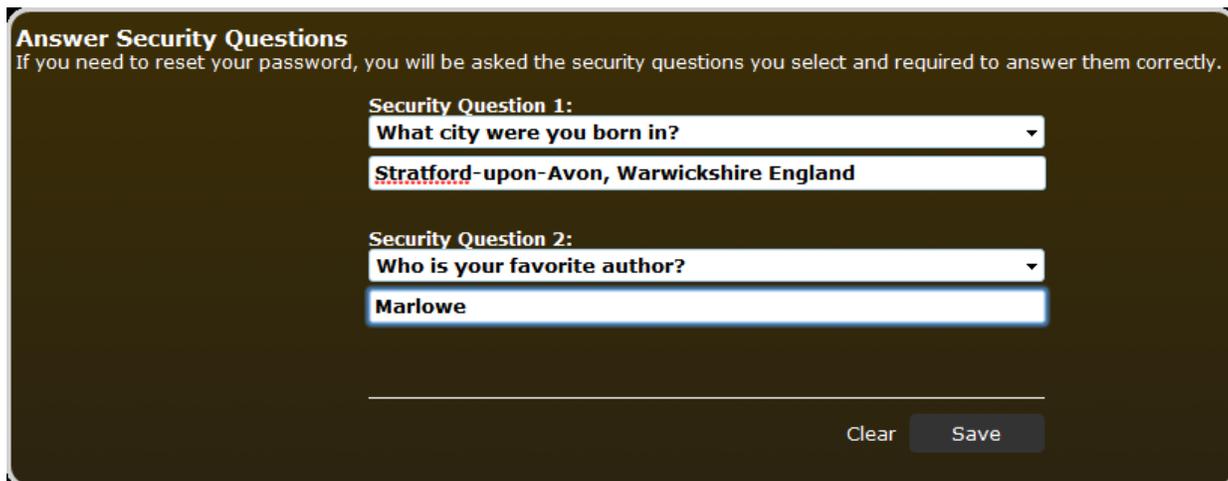
1. Go to your North Schuylkill School District portal page. <https://nssd.bbcportal.com/>
2. Click **Sign Me Up!**
3. Fill out the information in the given fields and click **Continue**. NOTE: Your password must have at least 8 characters and include 1 number and 1 capital letter. Spaces and special characters are not permitted.

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 spam or junk folder.

Once you receive the email, simply click the link provided 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.



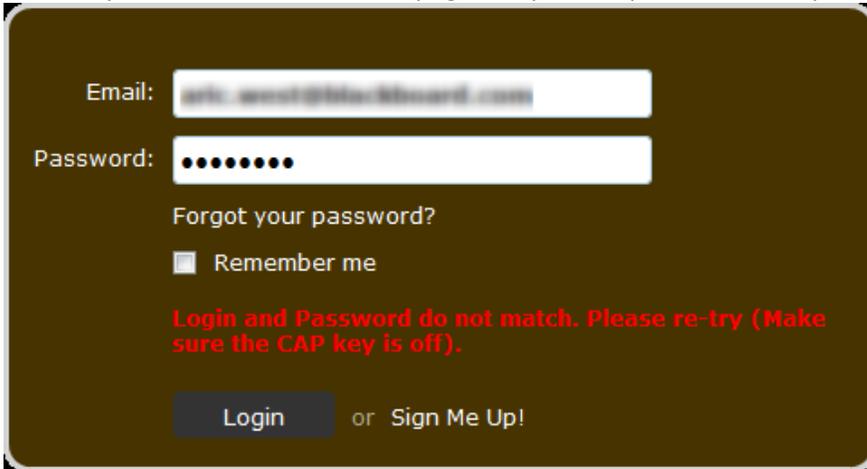
4. Select a security question from the each drop down box and provide an answer. Make sure you provide an answer you will remember. Click Save when you're done.



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 your School's Portal homepage and provide your email and password. <https://nssd.bbcportal.com/>



Email:

Password:

[Forgot your password?](#)

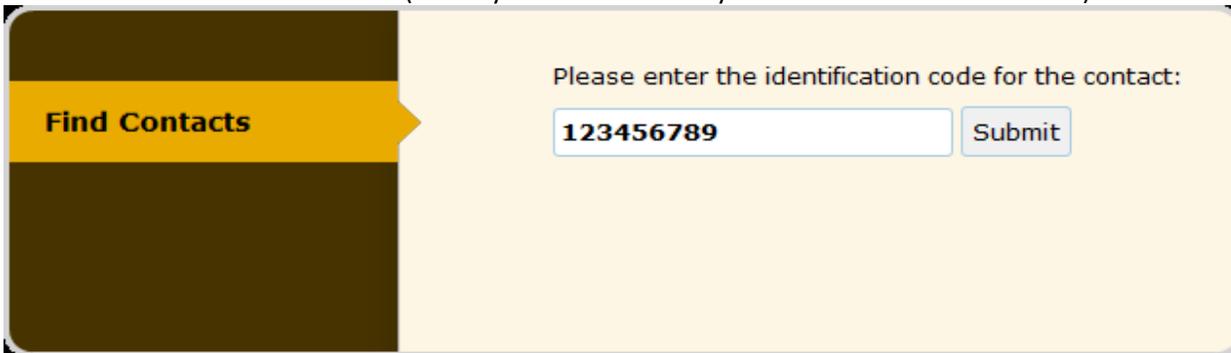
Remember me

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.

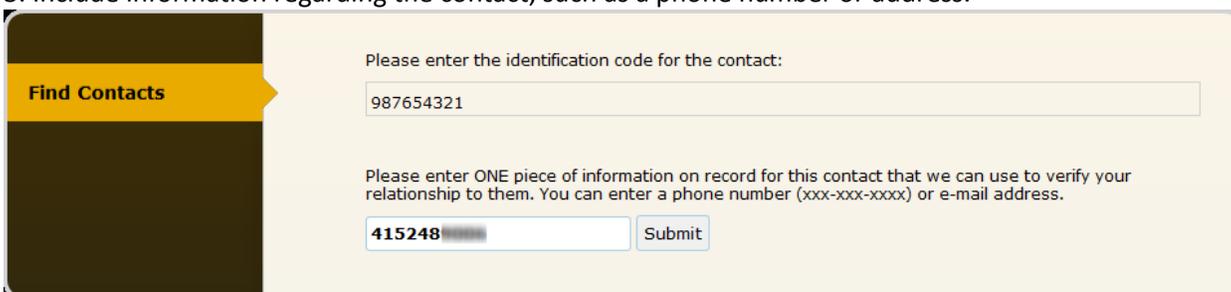
2. Provide the identification code (either your ID number or your child's student ID number).



Find Contacts

Please enter the identification code for the contact:

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



Find Contacts

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.

4. The system will look for the contact record and display the match below. Click the **Associate** 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 arrow pointing right with the text "Find Contacts". The main content area is light beige and contains the following elements:

- A label: "Please enter the identification code for the contact:"
- An input field containing the text "987654321".
- A label: "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."
- An input field containing the text "415-248-9006".
- A message: "We found a contact using the information you provided."
- Contact details: "William Shakespeare" and "BBC CLIENT CARE UNIVERSITY (DEMO ACCOUNT)".
- A dark button labeled "Associate".

Once you have associated your portal account with your Blackboard Connect Contact, you will be redirected to your portal account.