



Configuring a Community Portal Account for Blackboard Connect

MCCSD HOW-TO: Last Updated April 30, 2015

1. Navigate to: <https://mccsdcommunity.bbcportal.com/>
2. To subscribe click "Sign Me Up!" and enter your name, email address and password to create an account. **Note: Passwords must contain at least 8 characters, at least 1 capital letter, and at least 1 number.**
3. The system will send you a confirmation email with an activation link. The activation link will bring you back to the Community Portal and continue the process of configuring your account. It will ask you to set security questions and then ask you to login to the system.
4. On the "Tell Us About Yourself" screen, you will be able to add additional contact methods to your account. For phone numbers, you can select whether or not they are able to receive text messages. You may also add an email address. When you are finished, click next.
5. On the "Set Your Subscriptions" screen, you will be able to control what lists you receive messages from. You can click the black triangle next to "MIDDLE COUNTRY COMMUNITY" to expand the list to see what is listed below. Emergency messages will include inclement weather alerts. Outreach messages will be informational messages about events taking place throughout the District. When you are happy with your settings, click next.
6. The "Set Your Preferences" screen will give you a summary of what you have configured thus far. If you are happy with your settings, you can click done. If you need to make changes, you may go back or you may click done and go to each section individually.
7. At this point, you are finished with your initial configuration of the Community Portal.