

Instructions for Managing Your HCPS Blackboard Connect Account

Blackboard Connect is the primary email, phone, and text notification system used by the school division and our schools to communicate regular and important information, such as weekly updates, events, closings, bus updates, and more. The HCPS Blackboard Connect Portal allows you to add or modify the ways in which you want Hanover County Public Schools to reach you. Through this portal, you can update phone numbers, add text messaging service, select which schools you'd like to hear from, and more.

A. Register/Sign Up

1. Go to the HCPS Blackboard Connect Portal (<https://hanover.bbcportal.com/>).
2. If you are a first-time user, click the "Sign Me Up!" link next to the login button. If you already have an account, skip these steps and go to Section B below, Managing Your Subscriptions.
3. Complete the required information (first name, last name, email address, password of your choice), accept the user agreement, and click the continue button at the bottom of the window.
4. You will receive an email confirmation. Click the confirmation link within the email, which will direct you back to the HCPS Blackboard Connect Portal. Select and answer the security questions before saving at the bottom of the page.
5. Login with the information you provided (email address and password) to begin managing your account information.

The screenshot shows a registration form for the Hanover County Public Schools Blackboard Connect Portal. The form is set against a dark blue background with white text and input fields. On the left, there is a welcome message and a privacy notice. On the right, there are five input fields for registration: 'Your First Name', 'Your Last Name', 'Your Email', 'Choose a Password', and 'Confirm Password'. A red error message 'Password is required' is visible next to the password field. Below the password fields is a checkbox for the user agreement and a note that all fields are required. At the bottom, there are 'Go back' and 'Continue' buttons.

Welcome to the Hanover County Public Schools Blackboard Connect Portal!

You may sign up to receive information from our automated system by clicking the "Sign Me Up!" link on the right. You will be prompted to enter your name, e-mail address and password to create a subscriber account. Passwords must be at least eight characters long, contain at least one number and at least one uppercase letter.

Your emailConnection subscriber information is confidential and will not be shared with anyone. The contact information you enter is for emailConnection purposes only and does not update you or your student's information in our PowerSchool student information system.

You can access your portal account from your Smart Phone. Download the app at [Android or iTunes store.](#)

Your First Name:

Your Last Name:

Your Email:

Choose a Password: **Password is required**

Confirm Password:

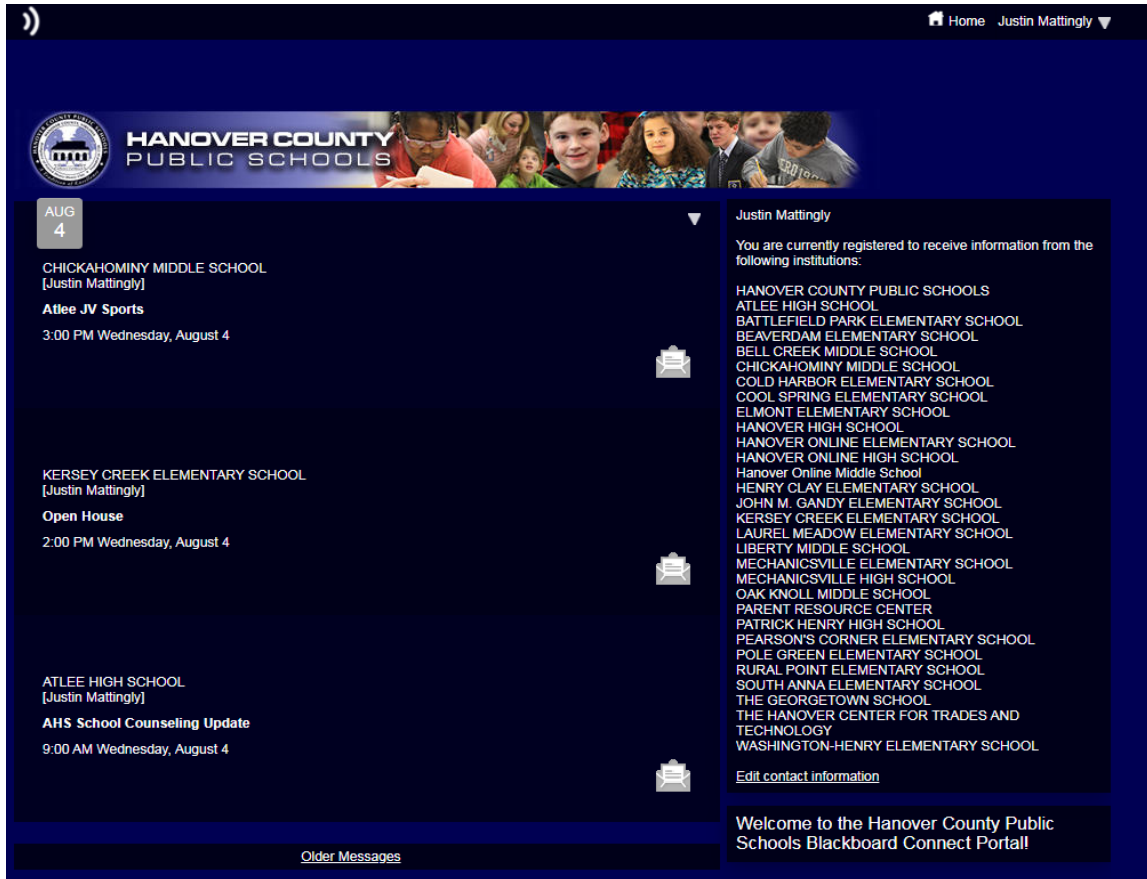
I agree to the Blackboard Connect User Agreement, which includes my consent to receive the messages I select in the site, as well as the use of cookies in connection with operating the site. More information on the use of cookies is available at the Blackboard Privacy Center.

* All Fields Required

[Go back](#) [Continue](#)

B. Managing Your Subscriptions

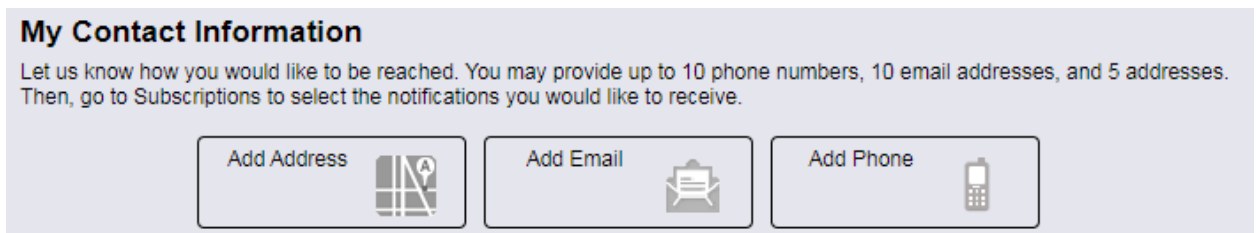
1. After logging into your account, you will be brought to a homepage that has various information, including the latest messages you've received, the schools you're currently registered to receive information from, and your name in the top right corner.



The screenshot shows the Blackboard Connect Portal for Hanover County Public Schools. At the top right, the user's name "Justin Mattingly" is displayed next to a home icon. The main content area is divided into two columns. The left column displays a list of messages from August 4, including "Atlee JV Sports" from Chickahominy Middle School and "Open House" from Kersey Creek Elementary School. The right column lists the institutions the user is registered to receive information from, including Hanover County Public Schools, Atlee High School, and various elementary and middle schools. A "Welcome to the Hanover County Public Schools Blackboard Connect Portal" message is visible at the bottom right.

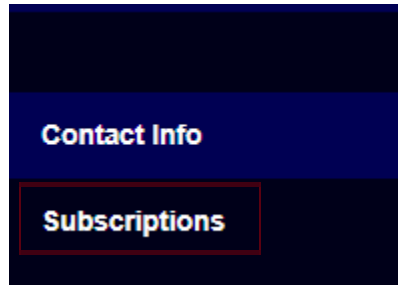
2. Click your name in the top right corner and select “contact info” to update your phone number and email, add additional phone numbers or email addresses, and update your address.

3. When adding a phone number, click the “Add Phone” button and type your phone number, select the appropriate label, and check-off voice and text.

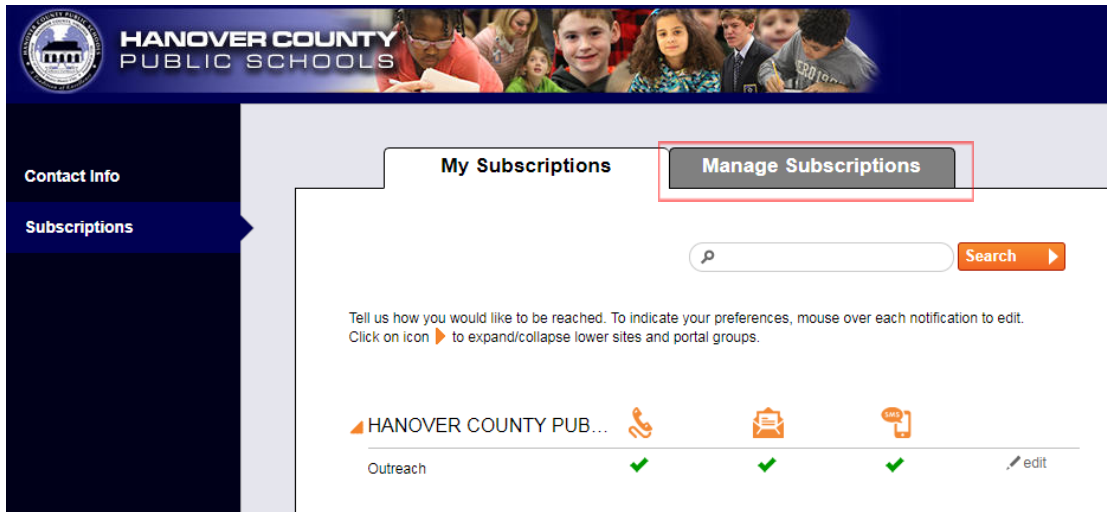


The screenshot shows the "My Contact Information" section. It includes a heading "My Contact Information" and a paragraph: "Let us know how you would like to be reached. You may provide up to 10 phone numbers, 10 email addresses, and 5 addresses. Then, go to Subscriptions to select the notifications you would like to receive." Below this text are three buttons: "Add Address" with a location pin icon, "Add Email" with an envelope icon, and "Add Phone" with a mobile phone icon.

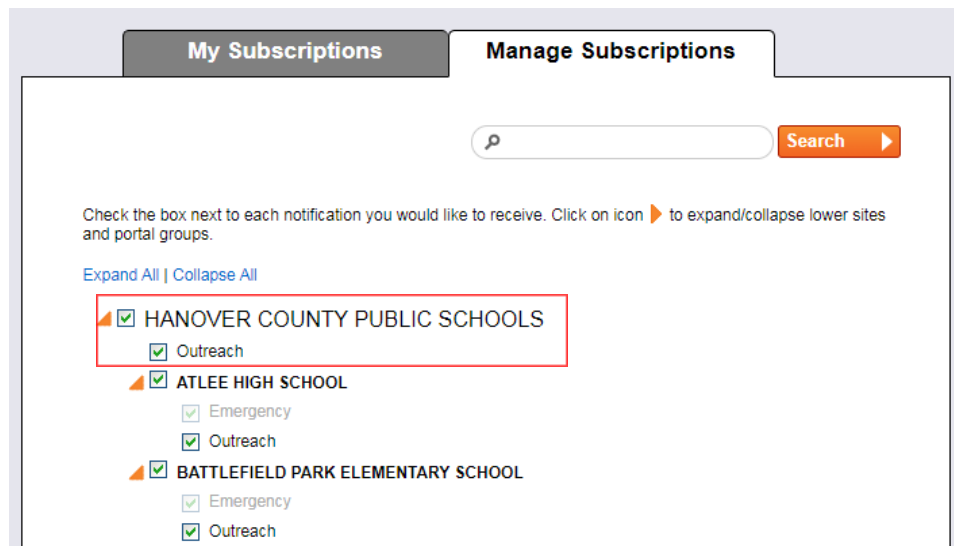
4. After adding your phone number, click “subscriptions” on the left-hand side to manage your subscriptions. That will bring you to the “My Subscriptions” page.



5. At the top of the “My Subscriptions” page, click “Manage Subscriptions” to edit your selections.

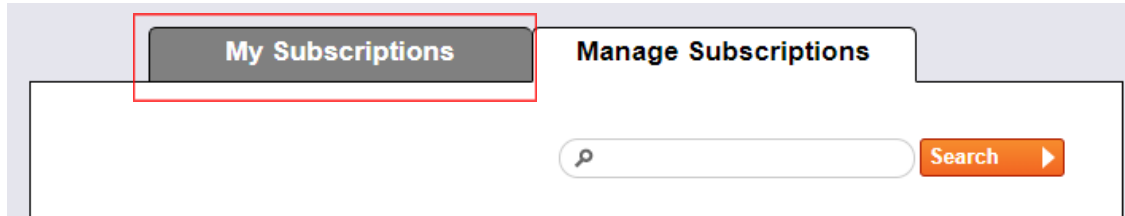


6. Go through each school and select which ones you would like to receive information from. Please note that to receive important division-level messages (closings, calendar reminders, Return to Learn updates, award announcements, and more), you must have “Outreach” checked off under Hanover County Public Schools.



7. Save your updates at the bottom of the page.

8. Go back to the “My Subscriptions” page and edit the modes of communication you would like to receive from the schools (phone calls, emails, and text messages). That can be done via the “edit” button (pencil icon) on the right-hand side of each school.



9. If you need to update your contact information or subscriptions in the future, just return to the HCPS Blackboard Connect Portal (<https://hanover.bbcportal.com/>) – do not click the “click here to unsubscribe” link at the bottom of emails from schools as this will permanently delete your subscriptions.

If you have any questions, please email hcpsparentportal@hcps.us.