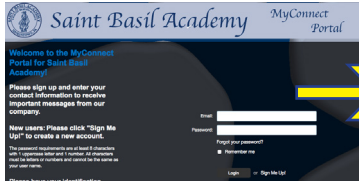
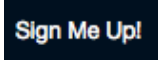


# Steps for setting up your MyConnect account at SBA

1. Using a web browser, visit the web portal at <https://stbasilacademy.bbcportal.com>



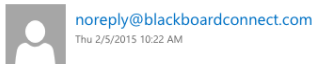
2. Click on the "sign me up" link.



3. Fill in your name and email address then enter a password for the Myconnect site. Be sure to check the box giving your consent for messages!

4. After hitting the "continue" button, you need to click the link just sent in an email to the address provided in step 3.

Blackboard Connect: Account Activation



To: tuser;  
Greetings Jane,

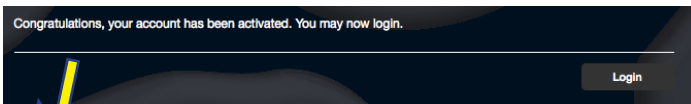
Thank you for registering for a Blackboard Connect user account. To activate your new account, simply follow the link below:

<https://stbasilacademy.bbcportal.com/Activation/ConfirmationCode?code=a920e74b-47f3-4ab6-a845-9fd77ba6263e>

Thanks,  
Blackboard Connect

5. Choose security questions and provide answers to activate your account. Click "save" when done.

6. With the account now activated, click the "login" button.



Enter your student's **student ID** number first.

First...

Let's begin by entering the identification code that has been provided to you to find your associated contact.

10111 | Submit

7. Login with your email address and password used during setup.

8. Enter your student's **SBA email address**. Do **not** enter a phone number at this time.

9. Next, enter your student's **SBA email address**. Do **not** enter a phone number at this time.

Now enter a phone number (xxx-xxx-xxxx) or email address that is used by this contact.

tuser@stbasilacademy.org | Submit

10. Choose how you are related to the student and click the "Associate" button.

Great! We found a contact...

How are you related to Jane Dough (ST BASIL ACADEMY)?

Mother | Associate

11. Click the "Next" button to include your student's email address in your contact info, otherwise deselect the email address before clicking the "Next" button.

12. Add all email addresses and phone numbers you would like contacted by SBA. Click "Next" when finished.

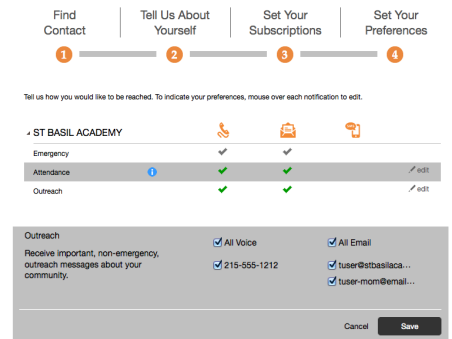
# priceless, RIGHT?

being informed + saving time =

**13.** Make sure you have "Outreach" selected in your subscriptions or you will not receive non-emergency communications from SBA! Click "Next."

- ST BASIL ACADEMY
  - Emergency
  - Attendance
  - Outreach

**14.** Set your preferred contacts for outreach by clicking on the "edit" button on the "Outreach" row and verify that you have selected all contacts with which you wish to receive communications.



**15.** Congratulations! You are now set-up to receive communications from SBA! You can always return to <https://stbasilacademy.bbcportal.com> and edit or add to your contact information.



READ ON to find out HOW you can improve COMMUNICATION with SBA