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.

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.

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

8. Enter your student’s student ID number first. Next, enter your student’s SBA email address. Do not enter a phone number at this time.

9. 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.

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

11. Add all email addresses and phone numbers you would like contacted by SBA. Click “Next” when finished.
Make sure you have "Outreach" selected in your subscriptions or you will not receive non-emergency communications from SBA! Click “Next.”

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.

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.

Congratulations!

Improve Communication with SBA

Read on to find out how you can