

# You can connect with BPS anywhere using your smart phone

***Brevard Public Schools is pleased to announce the launch of our **Blackboard MyConnect** site! This site will enable you to manage your contact information and give you the option of installing the **Blackboard MyConnect** app for Android and iOS to receive push notifications for the messages that are important to you.***

You can access our new MyConnect site by typing the following URL into the web browser on your computer:  
<https://bps.bbcportal.com>.

Once the page is open, click the **Sign Me Up!** link to setup your account.

Please note that in order to create an account you will need:

- An active email address.
- Your student's ID number.
- The phone number or email address that we have on file for your student.

*Note: For text messaging, we must have a mobile number on file.*

Once you have logged in, you can add any additional students you have attending Brevard Public Schools by clicking your name in the upper right corner and selecting **Contact Information**.

We are very excited about our app launch and invite you to visit our new site and take control of your notification preferences.

## **MyConnect Steps:**

1. Search for BPS Mobile in your App Store
2. Download the **FREE** app
3. To get alerts you must set your preferences. To customize, go to <https://bps.bbcportal.com> and follow the instructions.

*Note: Without following this step, BPS will not be able to send notifications to your phone.*



The BPS new mobile app is **FREE.**



Search in the AppStore for BPS mobile

## MyConnect for Android

Blackboard MyConnect for Android is a free mobile app that gives you access to your Institution's messages, your contact information, and message subscription preferences. This app can be downloaded from the *Google Play Store*.

### Sign Up for a MyConnect Account

The Blackboard MyConnect app requires you to sign up for a MyConnect account before use.

1. Launch the Blackboard MyConnect App and tap **Sign Up**.
2. Provide your first and last name, email, and a password. Passwords require at least 1 capital letter and 1 number.
3. Tap **Sign Up**. A confirmation email with an activation code will be sent to the email address you provided.
4. Enter your Authentication Code and tap Complete Registration. If you didn't receive a code, tap **Request Authentication Code** to have another one sent to your email address.
5. Provide your email and password and click **Login**.

### Add an Institution

After creating an account, you will need to search for and add your Institution to your account.

1. Swipe to the **Find Institutions tab**.
2. Use the **search field** to locate your Institution and tap on the correct result.

If your institution has a **Lock** icon next its name, you will need to link your account to a student or employee who is currently in the MyConnect system.

### User Verification

Institutions marked with a Lock icon will require verification before you can add the Institution to your account. You will need a reference code and a phone number or email associated with a student or employee already on file before you can add it to your account.

1. Provide a Reference Code. This code is usually a student or employee ID number.
2. Provide the email or phone number that's on file for your student or employee.
3. Specify your relationship to your student by tapping the **Please Choose field**.
4. Tap **Associate** to complete the verification process.

### Subscribe to Messages

You can add or remove subscriptions at any time from the **Subscriptions tab**.

1. On the Subscriptions Tab, tap the name of your Institution or District.
2. Select a message type and tap the **phone, email, or SMS icon** to subscribe to the associated message.
3. Press the back button to return to the previous screen.

### View Messages

You can view previously sent messages by swiping to the **Messages tab**.

Tap a message that you want to view and select to view the email or listen to the phone message. If you're selecting phone content, the voice message will download to your device.

### Update Contact Information

View and update your contact information from the **My Contact Info tab**.

On the **My Contact Info tab**, tap the **phone, email, or address** icon at the top of the screen to add new contact information.

Tap an existing phone, email, or physical address to edit or remove the contact point.

## MyConnect for iOS

Blackboard MyConnect for iOS is a free mobile app that gives you access to your Institution's messages, your contact information, and message subscription preferences. This app can be downloaded from the *Apple App Store*.

### Sign Up for a MyConnect Account

The Blackboard MyConnect app requires you to sign up for a MyConnect account before use.

1. Launch the Blackboard MyConnect App and tap **Sign Up**.
2. Provide your first and last name, email, and a password. Passwords require at least 1 capital letter and 1 number.
3. Tap **Sign Up**. A confirmation email with an authentication code will be sent to the email address you provided.
4. Enter your Authentication Code and tap **Complete Registration**. If you didn't receive a code, tap **Request Authentication Code** to have another one sent to your email address.
5. Provide your email and password and click **Login**.

### Add an Institution

After creating an account, you will need to search for and add your Institution to your account.

1. Tap at the bottom of the screen.
2. Use the **search field** to locate your Institution and select it from the results.

### User Verification

Institutions marked with a **Lock icon** will require verification before you can add the Institution to your account. You will need a reference code and a phone number or email address associated with a student or employee already on file before you can add it to your account.

1. Provide a Reference Code. This code is usually a student or employee ID number.
2. Provide the email or phone number that's on file for your student or employee.
3. Specify your relationship to your student by tapping the **Please Choose field**.
4. Tap **Associate** to complete the verification process.

### Subscribe to Messages

You can add or remove **subscriptions** at any time from the Subscriptions tab.


1. Tap and select an Institution by tapping on the gray field, which contains the Institution's title.
2. Select a message type and tap the **phone, email, or SMS icon** to subscribe to the associated message.
3. Press the back button to return to the previous screen.

### View Messages

Tap  to view messages previously sent to you. Phone messages will be downloaded to your device.

### Add Contact Information

View and update your contact information from the **My Contact Info tab**.

1. Tap  and tap + in the top right corner of the screen.
2. Select **phone, email, or address**.
3. Provide your contact information and tap **Save**.