



AMBRIDGE AREA SCHOOL DISTRICT
901 DUSS AVENUE
AMBRIDGE, PA 15003
724.266.2833

The Ambridge Area School District utilizes Blackboard MyConnect to send district messages electronically. This service, affectionately named **Bridger Broadcast**, is used to deliver school and district information directly to parents and staff via automated phone calls, emails, and text messages.

This portal will allow you to customize your general outreach messages ONLY. Cancellation and Delays are considered general outreach messages.

You can access our new MyConnect site by typing the following URL into the web browser on your computer: <https://ambridgeareaschooldistrictportal.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 child's student ID number (This is the 'code' they refer to) ex: 123456
- The phone number or email address that we have on file for your student.

Once you have logged in, you can add any additional students you have attending Ambridge Area School District by clicking your name in the upper right corner and selecting **Contact Information**. For a more detailed look at configuring your settings please view the how-to document on our website.

Please note, this portal only allows you to modify your general outreach message settings. Emergency and Attendance settings cannot be changed.

- Emergency messages will be automatically sent to ALL contacts listed in Tyler for that student.
- Attendance messages will be automatically sent to the current primary contact listed in Tyler and cannot be modified. Please notify your building secretary of any changes to your contact information.

If you have any questions about this service please send an email to: lheim@ambridge.k12.pa.us . Thank you for signing up!

Setting up your BlackBoard Connect account

1. From your Internet browser, go to the following address:

<https://ambridgeareaschooldistrictportal.bbcportal.com/>

The screenshot shows the login page of the Ambridge Area School District Blackboard MyConnect Portal. The page has a dark background with the Ambridge Area logo at the top. The login form includes fields for Email and Password, a 'Forgot your password?' link, a 'Remember me' checkbox, and 'Login' and 'Sign Me Up' buttons. A 'Go back' button is located at the bottom left of the form area.

Welcome to
Ambridge Area School District
Blackboard MyConnect Portal.
Sign up now to customize your notification
preferences and messages.

Passwords must be at least 8 characters, including
at least 1 uppercase letter, 1 lowercase letter and 1
number (no symbols). Passwords cannot be the
same as the user name. Please do not include
dashes when adding phone numbers to your
Blackboard Connect profile.

Your contact info is secure and will not be shared.
This service is only used to customize your contact
preferences.

You can access your portal account from your
Smartphone. Download the app at iOS or Android.

Email:

Password:

[Forgot your password?](#)

☐ Remember me

or

[Privacy Policy](#) [Contact Site Administrator](#)

2. Click on Sign Me Up!

The screenshot shows the sign-up page of the Ambridge Area School District Blackboard MyConnect Portal. The page has a dark background with the Ambridge Area logo at the top. The sign-up form includes fields for Your First Name, Your Last Name, Your Email, Choose a Password, and Confirm Password. There is a checkbox for agreeing to the Blackboard Connect User Agreement and a 'Continue' button. A 'Go back' button is located at the bottom left of the form area.

Welcome to
Ambridge Area School District
Blackboard MyConnect Portal.
Sign up now to customize your notification
preferences and messages.

Passwords must be at least 8 characters, including
at least 1 uppercase letter, 1 lowercase letter and 1
number (no symbols). Passwords cannot be the
same as the user name. Please do not include
dashes when adding phone numbers to your
Blackboard Connect profile.

Your contact info is secure and will not be shared.
This service is only used to customize your contact
preferences.

You can access your portal account from your
Smartphone. Download the app at iOS or Android.

Your First Name:

Your Last Name:

Your Email:

Choose a Password:

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

[Privacy Policy](#) [Contact Site Administrator](#)

3. Fill in all of the fields.

Welcome to
Ambridge Area School District
Blackboard MyConnect Portal.
Sign up now to customize your notification
preferences and messages.

Passwords must be at least 8 characters, including
at least 1 uppercase letter, 1 lowercase letter and 1
number (no symbols). Passwords cannot be the
same as the user name. Please do not include
dashes when adding phone numbers to your
Blackboard Connect profile.

Your contact info is secure and will not be shared.
This service is only used to customize your contact
preferences.

You can access your portal account from your
Smartphone. Download the app at iOS or Android.

Your First Name:

Your Last Name:

Your Email:

Choose a Password:

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](#)

[Privacy Policy](#) [Contact Site Administrator](#)

4. Be sure to choose a password that is at least 8 characters, include 1 lower case letter, include 1 capital letter, and include 1 number. Spaces and special characters are not permitted.

Welcome to
Ambridge Area School District
Blackboard MyConnect Portal.
Sign up now to customize your notification
preferences and messages.

Passwords must be at least 8 characters, including
at least 1 uppercase letter, 1 lowercase letter and 1
number (no symbols). Passwords cannot be the
same as the user name. Please do not include
dashes when adding phone numbers to your
Blackboard Connect profile.

Your contact info is secure and will not be shared.
This service is only used to customize your contact
preferences.

You can access your portal account from your
Smartphone. Download the app at iOS or Android.

Your First Name:

Your Last Name:

Your Email:

Choose a Password:

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

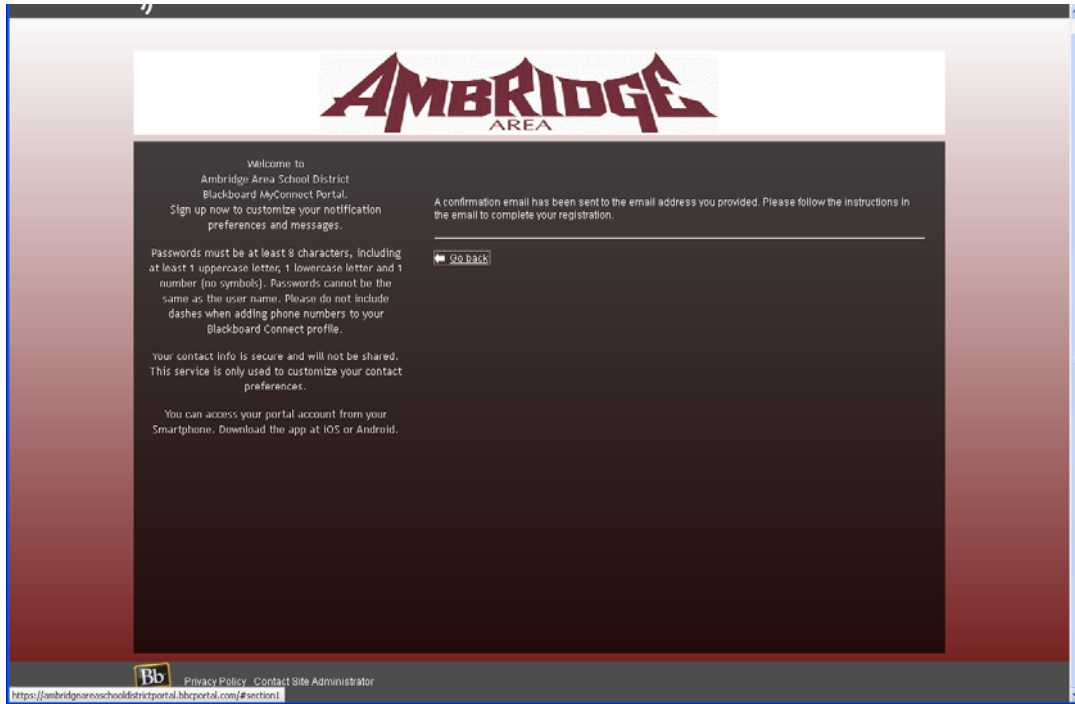
* All Fields Required

Password must be at least 8 characters, include 1 lower case letter, include 1 capital letter and include 1 number. Spaces and special characters are not permitted.

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

[Privacy Policy](#) [Contact Site Administrator](#)

5. A confirmation email will be sent to the email address you provided.



6. Here is a sample confirmation email. It will be sent from noreply@blackboardconnect.com.

7. Click on the link in your email to finish the setup

----- Original message -----

From: noreply@blackboardconnect.com

Date: 08/26/2013 4:14 PM (GMT-05:00)

To: jjones@ambridge.k12.pa.us

Subject: Blackboard Connect: Account Activation

Greetings Josh,


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

<https://ambridgeareaschooldistrictportal.bbcportal.com/Activation/ConfirmationCode?code=3b7a38a9-a8b6-4097-ab03-b7c81897837a>

Thanks,
Blackboard Connect

8. Answer the following security questions.

)




Answer Security Questions
If you need to reset your password, you will be asked the security questions you select and required to answer them correctly.

Security Question 1:
What city were you born in?


Security Question 2:
What street did you grow up on?

Security Question 3:
What was your childhood nickname?

 [Privacy Policy](#) [Contact Site Administrator](#)

9. Be sure to choose answers that you will remember.

)




Answer Security Questions
If you need to reset your password, you will be asked the security questions you select and required to answer them correctly.

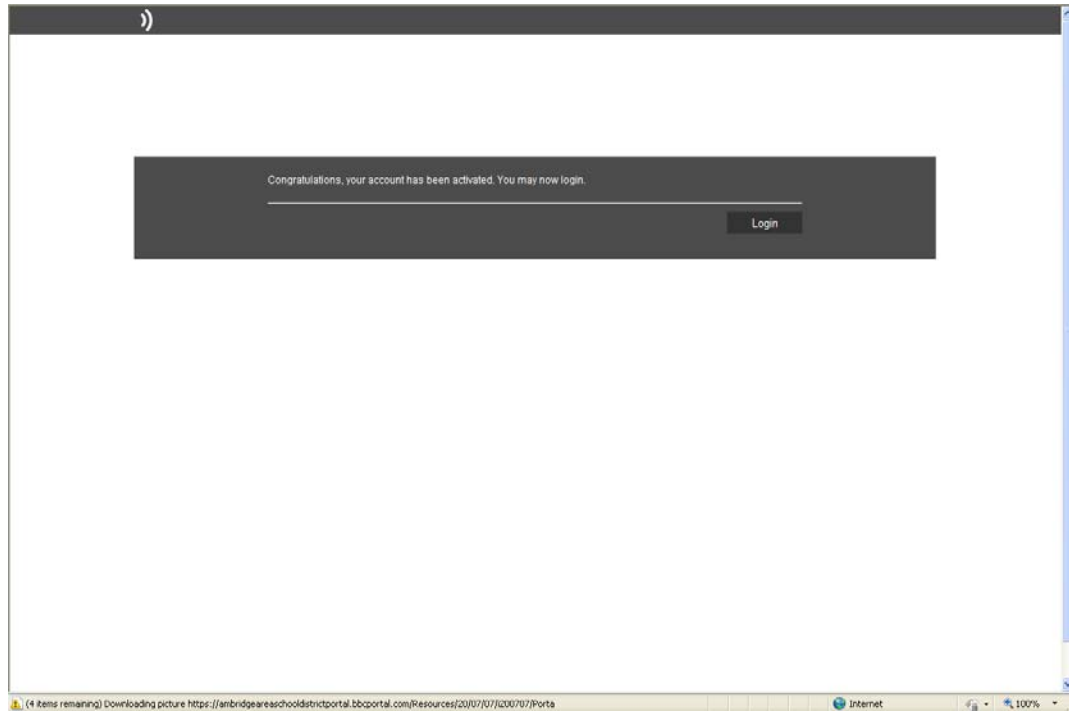
Security Question 1:
What city were you born in?

Security Question 2:
What street did you grow up on?

Security Question 3:
What was the name of your first pet?

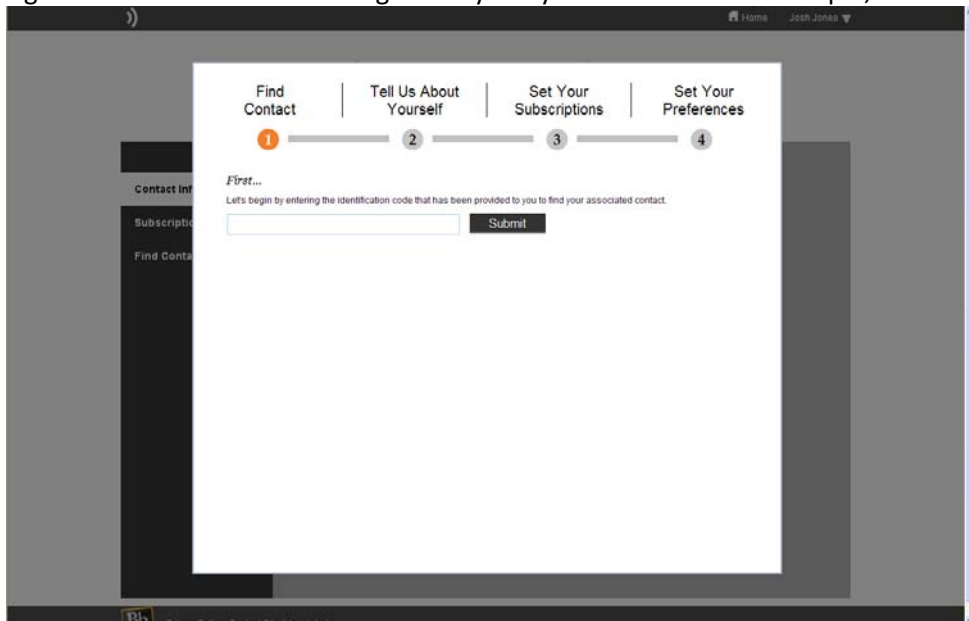
 [Privacy Policy](#) [Contact Site Administrator](#)

10. Your account is now created. Click on the **Login** button to setup your account information.



LOGGING IN

1. The identification code is the same number as your student ID. Your student ID number is a 6 digit number that has been assigned to you by the school. For example, 123456.



2. Please type in your student ID number. Your student ID number is a 6 digit number that has been assigned to you by the school. For example, 123456.

The screenshot shows a web interface with a dark header and a light gray sidebar. The main content area is a white modal window. At the top of the modal, there are four steps: 'Find Contact' (1), 'Tell Us About Yourself' (2), 'Set Your Subscriptions' (3), and 'Set Your Preferences' (4). Step 1 is highlighted with an orange circle. Below the steps, the text 'First...' is followed by 'Let's begin by entering the identification code (Student ID, Employee ID) that has been provided to you to find your associated contact.' A text input field contains '0000123456' and a 'Submit' button is to its right. The sidebar on the left has links for 'Contact Info', 'Subscriptions', and 'Find Contact'.

3. Next, enter a phone number or an email address that is associated with this account.

4. Click on the **Associate** button

This screenshot shows the same web interface as the previous one, but the 'Find Contact' step is now complete. The 'Submit' button has been replaced by an 'Associate' button. The text 'Great! We found a contact...' is displayed above the 'Associate' button. The 'Next...' section is now visible, with the text 'Now enter a phone number (xxx-xxx-xxxx) or email address that is used by this contact.' Below this, a text input field contains 'jjones@ambridge.k12.pa.us'. The 'First...' section is still visible, showing the identification code '210' in the input field. The sidebar and header remain the same.

5. **FIND CONTACT:** Review the data listed on the screen. If the data is a match, select the **Yes, this is me** boxes and click **Next**

The screenshot shows a web application interface for a user named Josh Jones. At the top, there is a progress bar with four steps: 1. Find Contact (highlighted with an orange circle), 2. Tell Us About Yourself, 3. Set Your Subscriptions, and 4. Set Your Preferences. Below the progress bar, the text reads "Viewing pre-loaded data for Josh Jones....". A message states: "The following data was pre-loaded by AMBRIDGE AREA SCHOOL DISTRICT. Select the box next to each item to indicate a way to reach you. You may also Skip this step and enter the information manually afterwards. Click Next to continue." The data listed includes a mobile phone number "724-709-XXXX" and an email address "jjones@ambridge.k12.pa.us". For each item, there is a checkbox and the text "YES, this is mine". For the phone number, there is also a sub-option "Receive messages in:" with checkboxes for "Voice" and "Text". At the bottom right, there are "Next" and "Skip" buttons.

6. **TELL US ABOUT YOURSELF:** This screen will allow you to add / remove and contact information you choose. You can add an address, email and /or phone contact.

The screenshot shows the "Tell Us About Yourself" step in the onboarding process. The progress bar now highlights step 2. The text reads: "Let us know how you would like to be reached. You may provide up to 10 phone numbers, 10 email addresses, and an address." There are three "Add" buttons: "Add Address" (with a location pin icon), "Add Email" (with an envelope icon), and "Add Phone" (with a phone icon). Below these buttons, the previously entered information is displayed: a mobile phone number "724-709-XXXX" with checkboxes for "Voice" and "Text" (both checked with green checkmarks), and an email address "jjones@ambridge.k12.pa.us" with a checked "TTY" checkbox. At the bottom right, there is a "Next" button.

Find Contact | Tell Us About Yourself | Set Your Subscriptions | Set Your Preferences

1 2 3 4

Let us know how you would like to be reached. You may provide up to 10 phone numbers, 10 email addresses, and an address.

Add Address Add Email Add Phone

E-mail Address

Cancel Save

724-709-XXXX Mobile 1 Voice Text TTY

jjones@ambridge.k12.pa.us E-mail Address

Next

7. SET YOUR SUBSCRIPTIONS: Determine which types of messages you wish to receive. These settings are for general outreach messages only. **Note: Attendance and Emergency messages will be delivered automatically. You cannot opt out of this subscription.**

Find Contact | Tell Us About Yourself | Set Your Subscriptions | Set Your Preferences

1 2 3 4

Check the box next to each notification you would like to receive.

[Expand All](#) | [Collapse All](#)

☒ AMBRIDGE AREA SCHOOL DISTRICT

☒ Outreach

Back Next

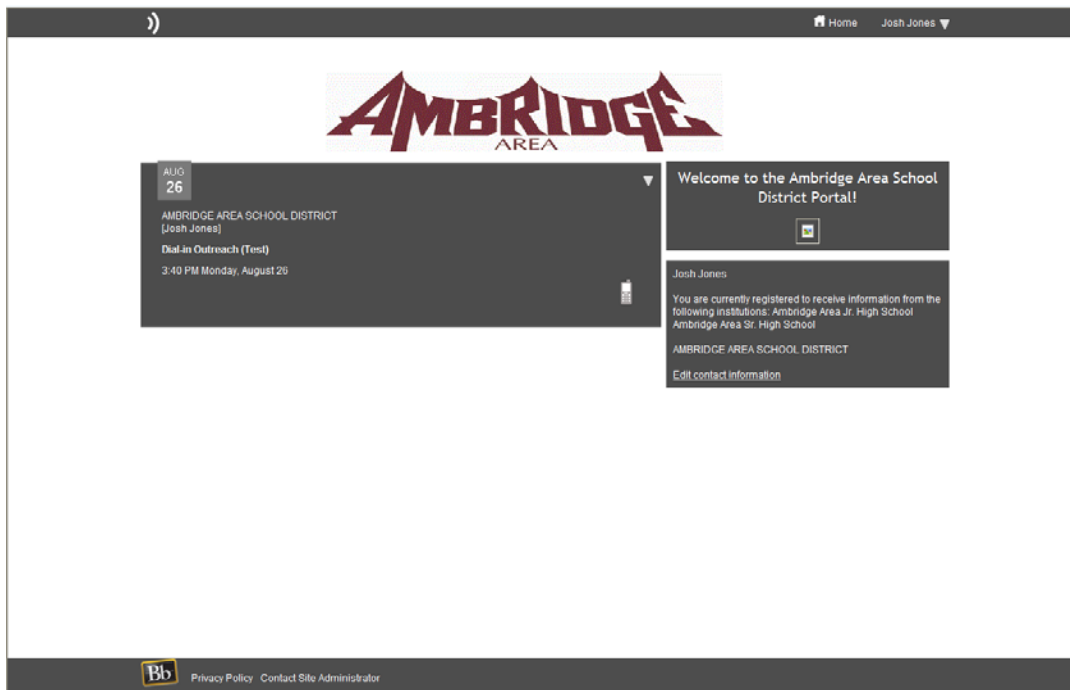
8. SET YOUR PREFERENCES: You decide which method of contact works best for you to receive messages. You can choose voice, email and/or text messages.

The screenshot shows a web application interface with a dark sidebar on the left containing links: 'Contact Info', 'Subscription', and 'Find Contact'. The main content area has a top navigation bar with four steps: 'Find Contact' (1), 'Tell Us About Yourself' (2), 'Set Your Subscriptions' (3), and 'Set Your Preferences' (4). Below the steps, a message reads: 'Tell us how you would like to be reached. To indicate your preferences, mouse over each notification to edit.' The interface displays a table for 'AMBRIDGE AREA SCHOOL DISTRICT' with a single row for 'Outreach'. Each row has three columns with icons (phone, envelope, and text) and a green checkmark, indicating that all three contact methods are selected. An 'edit' link is visible at the end of the row. At the bottom right, there are 'Back' and 'Done' buttons.

9. When you have finished, click on **Save**

This screenshot shows the same 'Set Your Preferences' step, but with a detailed view of the 'Outreach' preferences. The 'Outreach' section is expanded, showing a list of preferences with checkboxes: 'All Voice', 'All Email', and 'All Text' are all checked. Below these, there are three specific contact methods: '724-709...', '@jones@ambridg...', and '724-709...', each with a checkbox and a corresponding icon (phone, email, and text respectively). At the bottom right of this section, there are 'Cancel' and 'Save' buttons. The 'Back' and 'Done' buttons remain at the bottom of the main content area.

10. You can make changes to your account at any time by clicking on your name at the top right side of the screen and choosing the section you wish to update.



If you have any questions or comments, please email them to lheim@ambridge.k12.pa.us.