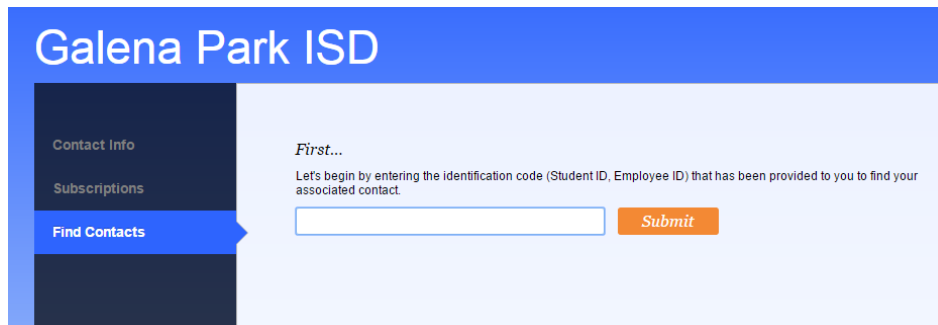


## Blackboard Connect Portal

The portal allows you to set preferences for receiving messages from Galena Park ISD.

When you open the portal for the first time you must associate a contact (student or employee) to the portal. You may use either the students six digit identification number from Skyward or an employee identification number.



After finding the ID in the system. You will need to enter a phone number.



The portal will show you information that has been loaded into the system from the student or employee database and ask you to confirm this information.



The system will then let you pick which numbers and/or email addresses you want contacted for specific callouts. It will also let you change the default language in which you receive the messages.



Once this is done you may come back at any time and change your preferences or review messages sent to your account.

If you are updating student information we highly recommend logging into Skyward Family Access and updating your information there.

