

Parent – How To Verify Existing Information In BlackBoard - Add Alternate Contact Information

STEP 1

Login to BB Connect Parent Account

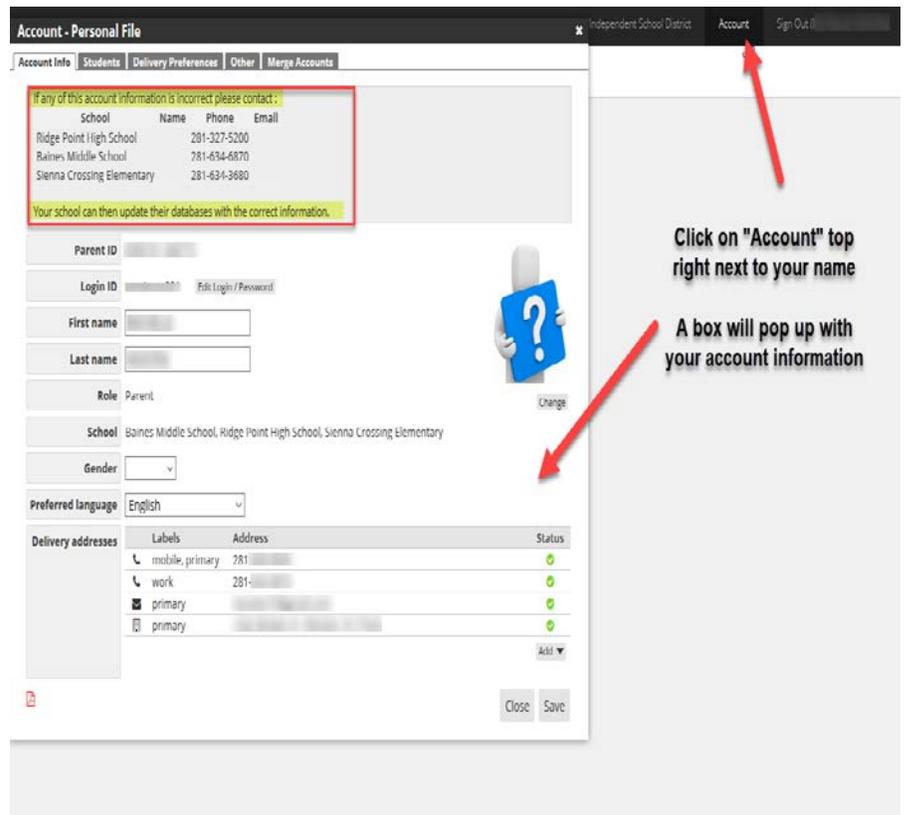
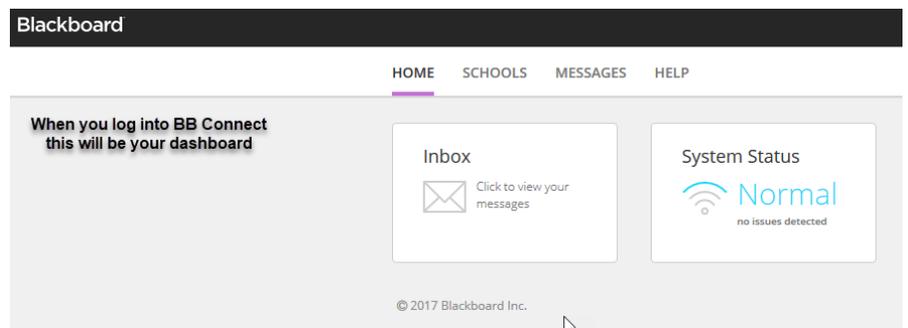
See email from BB Connect with login information sent to Primary guardian, primary email account.

To access your current Account Settings:

- Click on “Account” top right next to Sign Out and Your Name
- Your current contact information is listed at the bottom

IMPORTANT: If any of your current contact information is incorrect, contact your child’s school at the direct number listed in the top box. Ask the Attendance Clerk or Data Entry Clerk to update the information. Your delivery addresses cannot be updated here.

Open browser, type address: fortbendisd.parentlink.net



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To add additional contact phone numbers or email addresses click “Add”, select type: Phone, email, Text/SMS

Example: Add a Text/SMS Number – click “Save” when complete

You will then see the new phone contact in the list

To remove a “User Defined” contact, select the contact by clicking in the box to the right, then click “Remove”. Make sure to click “Save” when done.

To Set Delivery Preferences:

- Click Delivery Preferences
- Click each of the ways you prefer to receive the message types.

IMPORTANT: You **MUST** have at least 1 phone number and 1 email address for Emergency contacts

To add additional phone numbers or email addresses click "Add"

Add Text/SMS Number

Phone number: 5555555555 (Please include area code)

Enabled:

Save

Delivery addresses	Labels	Address	Status
<input type="checkbox"/>	mobile, primary	281-...	✓
<input type="checkbox"/>	work	281-...	✓
<input type="checkbox"/>	user defined	+1555555555	✓
<input type="checkbox"/>	primary		✓
<input type="checkbox"/>	primary		✓

Remove Add

Delivery addresses	Labels	Address	Status
<input type="checkbox"/>	mobile, primary	281-620-5043	✓
<input type="checkbox"/>	work	281-634-9875	✓
<input checked="" type="checkbox"/>	user defined	+1555555555	✗
<input type="checkbox"/>	primary	rwooten73@gmail.com	✓
<input type="checkbox"/>	primary	1202 REAMS CT, FRESNO, TX 77545	✓

Remove Add

Close Save

- Personal File

Account Info | Contacts | Students | Delivery Preferences | Other | Merge Accounts

Emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>