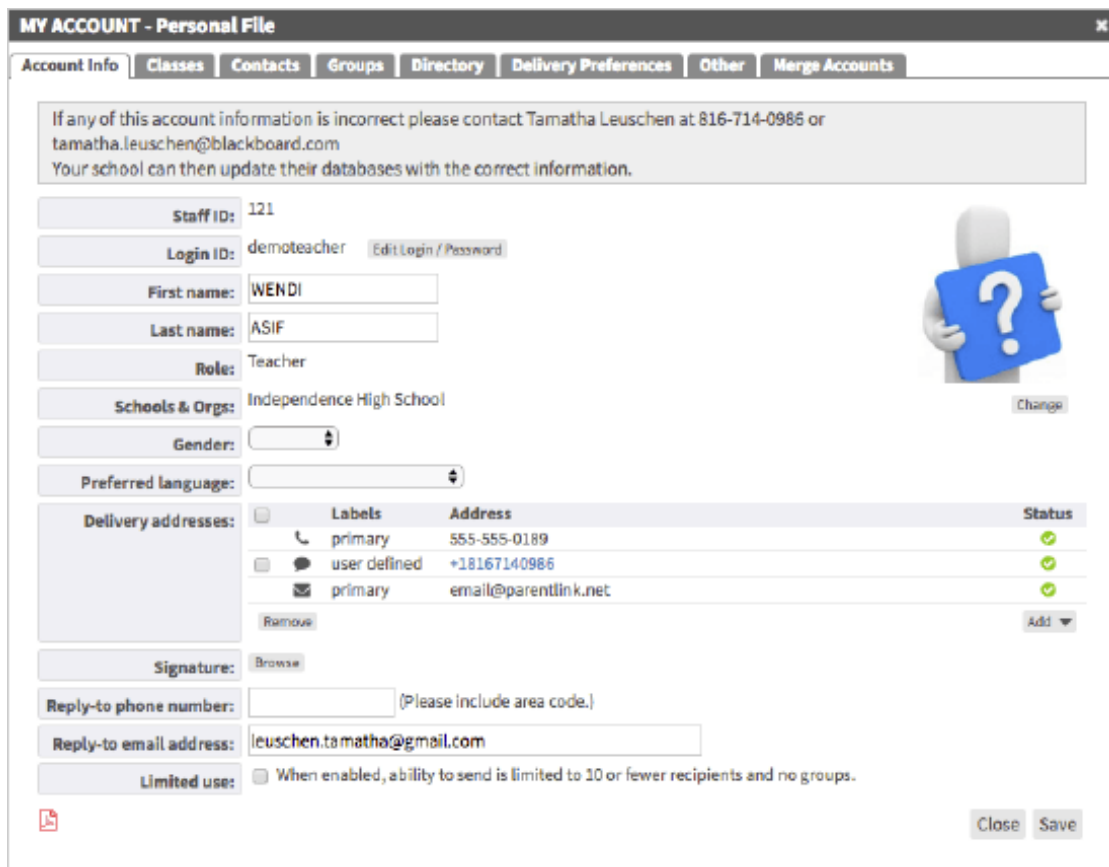


Update Blackboard Account Information

You can update your personal information, your phone numbers and email addresses for notification, and other account settings.

1. Using any web browser (*Internet Explorer, Chrome, Safari, Firefox*), navigate to:
<https://bovertownasd.parentlink.net>
2. Sign into the portal using the same username and password you use to log into your district computer.
3. Select the **Account** link available in the upper right hand corner of the website.
4. Under **Delivery Address** (Figure 1), set your addresses for notifications by selecting **Add** and selecting the type of address to add to the account:
 - o Phone number
 - o Text/SMS number
 - o Email address
 - o Mailing address

**** NOTE **:** *If you want to modify a number or email address that is already present, you must first **REMOVE** it then **ADD** the new one. If you edit the current information, the next system import will revert it back to the original.*



The screenshot shows the 'MY ACCOUNT - Personal File' interface. At the top, there are tabs for 'Account Info', 'Classes', 'Contacts', 'Groups', 'Directory', 'Delivery Preferences', 'Other', and 'Merge Accounts'. A message box at the top states: 'If any of this account information is incorrect please contact Tamatha Leuschen at 816-714-0986 or tamatha.leuschen@blackboard.com. Your school can then update their databases with the correct information.'

The account information section includes:

- Staff ID: 121
- Login ID: demoteacher (with an 'Edit Login / Password' link)
- First name: WENDI
- Last name: ASIF
- Role: Teacher
- Schools & Orgs: Independence High School (with a 'Change' link)
- Gender: (dropdown menu)
- Preferred language: (dropdown menu)

The 'Delivery addresses' section contains a table with the following data:

Labels	Address	Status
<input type="checkbox"/> primary	555-555-0189	<input checked="" type="checkbox"/>
<input type="checkbox"/> user defined	+18167140986	<input checked="" type="checkbox"/>
<input type="checkbox"/> primary	email@parentlink.net	<input checked="" type="checkbox"/>

Below the table are 'Remove' and 'Add' buttons. The 'Add' button has a dropdown arrow.

Other fields include:

- Signature: (with a 'Browse' button)
- Reply-to phone number: (text input with '(Please include area code.)' note)
- Reply-to email address: leuschen.tamatha@gmail.com
- Limited use: When enabled, ability to send is limited to 10 or fewer recipients and no groups.

At the bottom right, there are 'Close' and 'Save' buttons.

Figure 1

5. You may leave the information for replies to messages in the **Reply to phone number** and **Reply to email** address boxes blank.
6. Select **Save** when finished.

Update your delivery preferences





You can also select where you want to receive your messages sent by the district or school. So, if you want school closure messages to be sent to your mobile phone, but balance information sent via email, you can make those changes.

*You must have all the addresses and phone numbers set in the **Delivery Addresses** section of your Account Info tab first.*

1. Select the **Account** link available in the upper right hand corner of the website.
2. Select **Delivery Preferences** tab (Figure 2).



Figure 2

3. Under the **OTHER** section, select the preferences for different types of messages. The phone number(s) or email address(s) assigned will display.
 - o Push notifications  preferences are for those using the district app.
 - o Select Text messages  to select numbers to receive the SMS/text message.
 - o Select Phone calls  to select the numbers to receive a voice message.
 - o Select Emails  to select the addresses to receive email messages.
4. Select **Save** when finished.