Delaware Notification Services Subscribers

For New Subscribers:

This section is intended for new subscribers who are signing to the new portal. If you are an Existing Subscriber, please go to the “For Existing Subscribers” section.

Browse to the https://denotificationservices.bbcpportal.com/Entry website and the screen below appears:

If you are new user, click on “Sign Me up!” and enter your information in the screen below:

Helpful Tip: If you receive an “Invalid Password” message during the first login attempt, please click “Forgot your password?” link to change and an e-mail will be sent you.
You will receive the following screen:

Login into your e-mail account to activate your account, a sample message is shown below:

*noreply@blackboardconnect.com*

To Me

Greetings

Your Name will appear here

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

https://denotificationservices.bbportal.com/Activation/ConfirmationCode?code=72c8123b-2fe6-49f1-511b-229797bb4e3

Thanks,
Blackboard Connect
Once you click on the link, you will be taken to the BlackBoard Connect Portal to select challenge questions:

![Image](State_of_Delaware.png)

After selecting the challenge questions and entering an answer, click on “Save” and the following message will appear:

![Image](State_of_Delaware.png)

Click on “Login” to setup your subscriptions.
New Subscriber functions

1. When you login to the newly upgraded Notification Services, you will get the screen below to verify your account information:

After reviewing your information, please click on “Next” to “Set Your Subscriptions” and Validate Data for your Agency and School District.
2. On the “Set Your Subscriptions” step, please scroll to your respective Agency or School and validate data. If you are a Subscriber, this step enables you to select subscriptions of interest to you. By default, the subscriptions appear in “Expand All” mode, if you wish to view the summary, please click on “Collapse All” option, shown on the following screen.
The following screen appears when you click on, “Collapse All” link:

Tell Us About Yourself

Set Your Subscriptions

Set Your Preferences

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

☐ CYBER SECURITY NEWS, ALERTS, AND ADVISORIES
☐ DELAWARE CODE
☐ EDUCATION - NEWS AND ANNOUNCEMENTS
☐ EDUCATION - SPECIFIC SCHOOL ANNOUNCEMENTS
☐ GOVERNMENT SUPPORT SERVICES
☐ LEGISLATION INFORMATION
☐ PUBLIC ANNOUNCEMENTS
☐ PUBLIC ARCHIVES
☐ PUBLIC HEALTH AND SAFETY - SEX OFFENDER NOTIFICATIONS
☐ REGULATORY INFORMATION
3. After selecting your subscriptions, you will be able to “Set Your Preferences” for receiving notices.

Tell us how you would like to be reached. To indicate your preferences, mouse over each notification to edit.

- CYBER SECURITY NEWS...
  - CG_Cyber Security News, Alerts, and Advisories

- DELAWARE CODE
  - DC_DELAWARE CODE

- EDUCATION - NEWS AND ANNOUNCEMENTS
  - SA_Education-News and Announcements

- DEPARTMENT OF EDUCATION

- LEGISLATION INFORMATION
  - LH_Governor Signed
  - LH_House Passed
  - LH_Senate Passed

- PUBLIC ANNOUNCEMENTS
  - PA_Public Announcement

- PUBLIC ARCHIVES
  - AR_DPA HOLDINGS ANNOUNCEMENTS
  - AR_ONLINE RESEARCH SERVICES ANNOUNCEMENTS
  - AR_SPECIAL EVENTS ANNOUNCEMENTS

Click “Edit” to “Set Your Preferences”

The check mark indicates the listed method of contact.

4. Click “Done” once you have completed the delivery preferences.
5. You will receive the following screen once completed with the process.
Update Contact Information

This section covers updating contact information for Subscribers.

You may click on “Edit Contact Information” or “Click Here” to update your contact information on the following screens:

Add Address by clicking on “Add Address” and enter information on following screen:
Add Email by clicking on the “Add Email” option

Add Phone by clicking on the “Add Phone” option
For Existing Subscribers:

When you login to the newly upgraded Notification Services, you will get the screen below, please follow Pages 4-10 for “Set Your Subscriptions” and “Set Your Preferences” steps:

Thank you for using Delaware Notification Services!