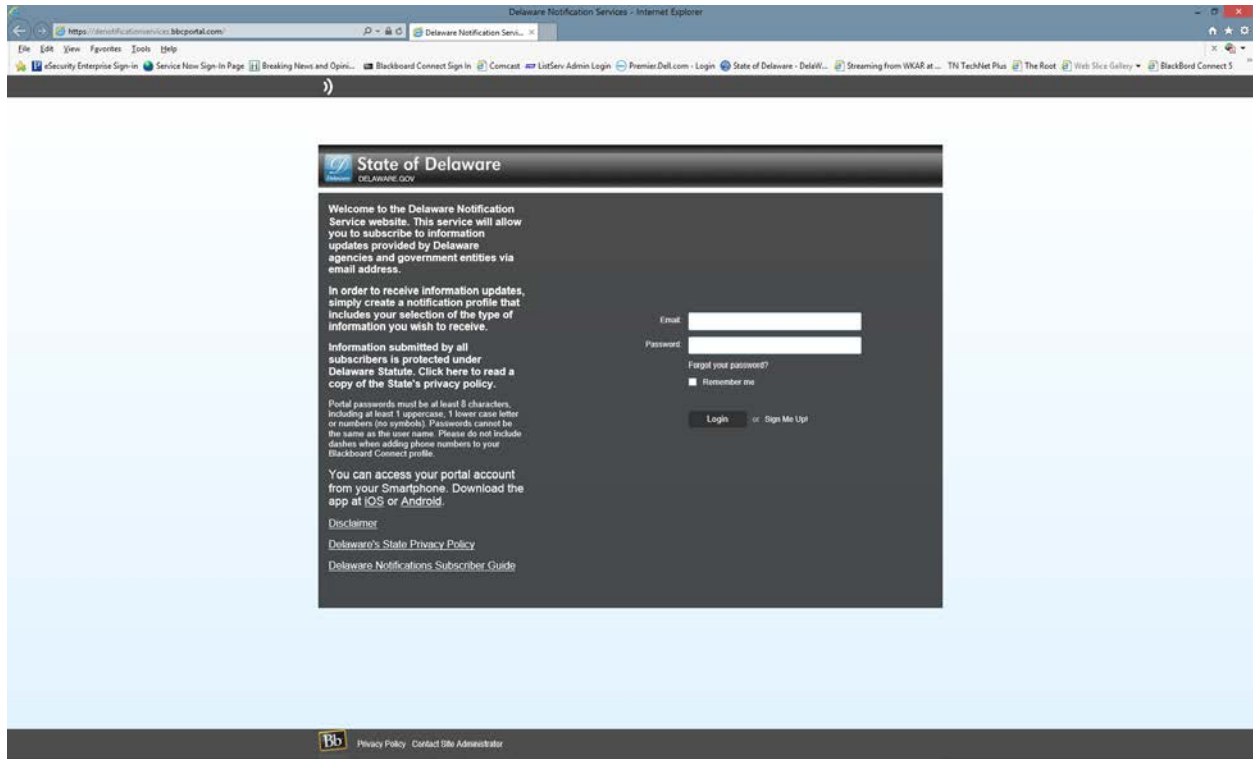
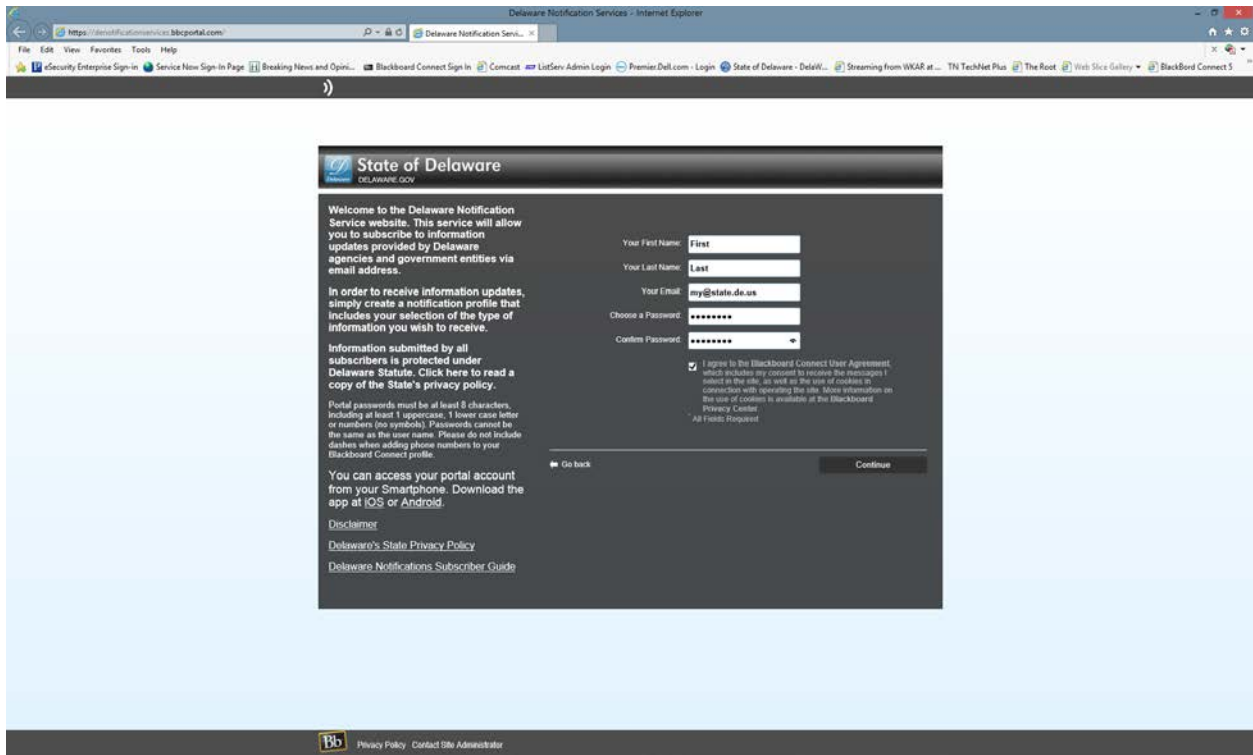


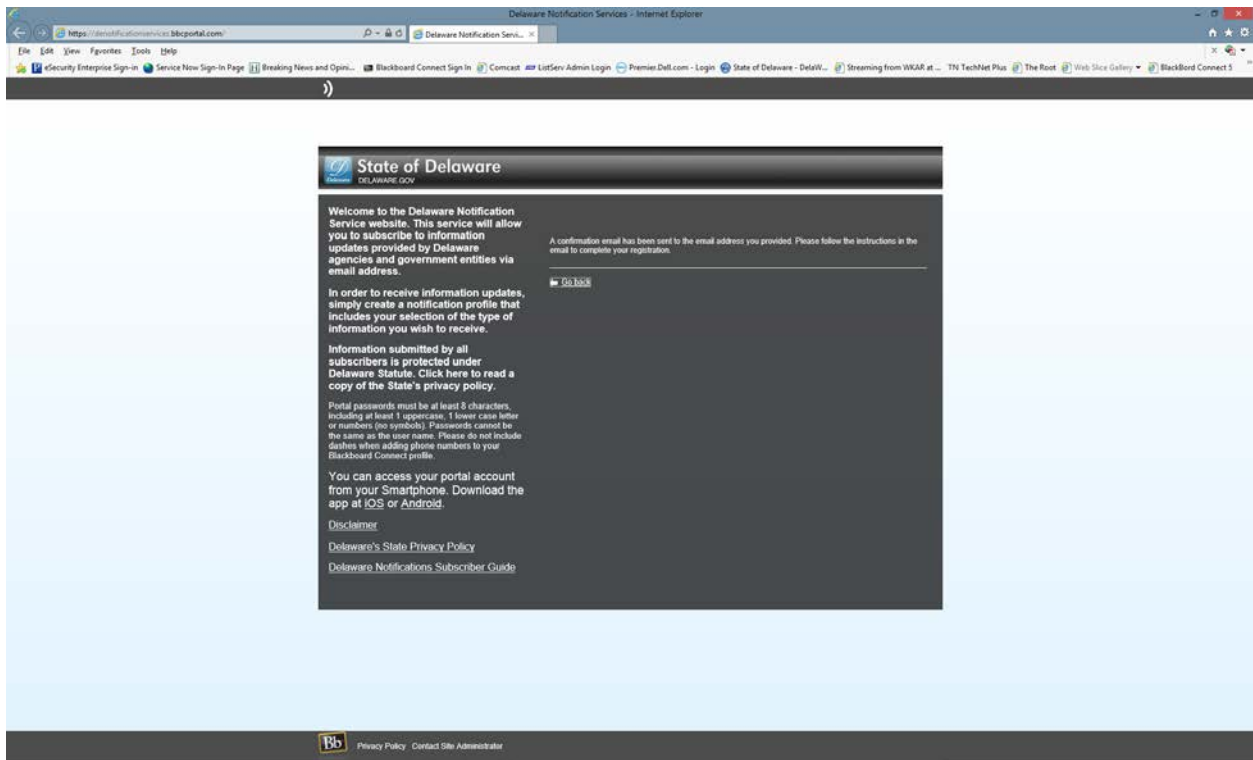
Start your web browser and go to: <https://denotificationservices.bbcportal.com/>



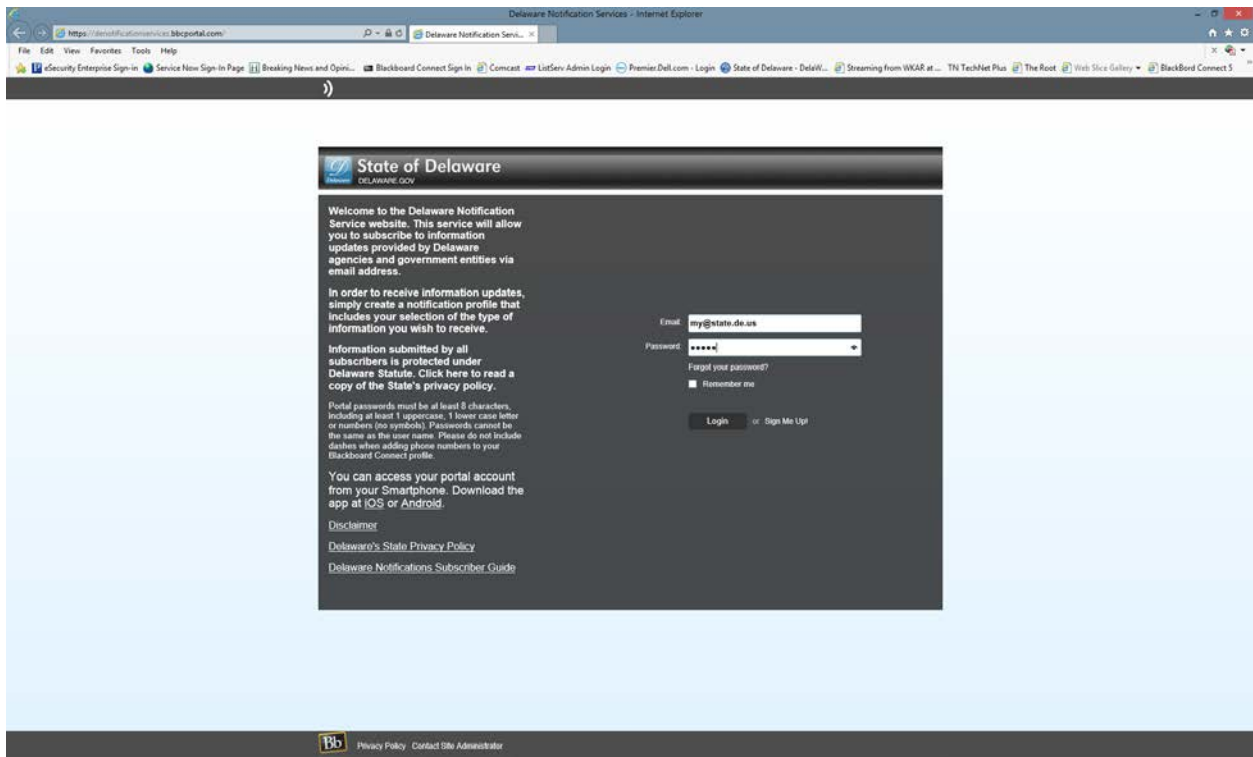
Type in email address and your password, or click on SignUP – fill in the information requested as shown below. Check the box for I agree to the Blackboard Connect User Agreement.



Once you have created your account, click on the Go Back link to go to the login page.



Enter the logon credentials you just created in the previous step.



This is a sample of the email you will receive from Blackboard connect:

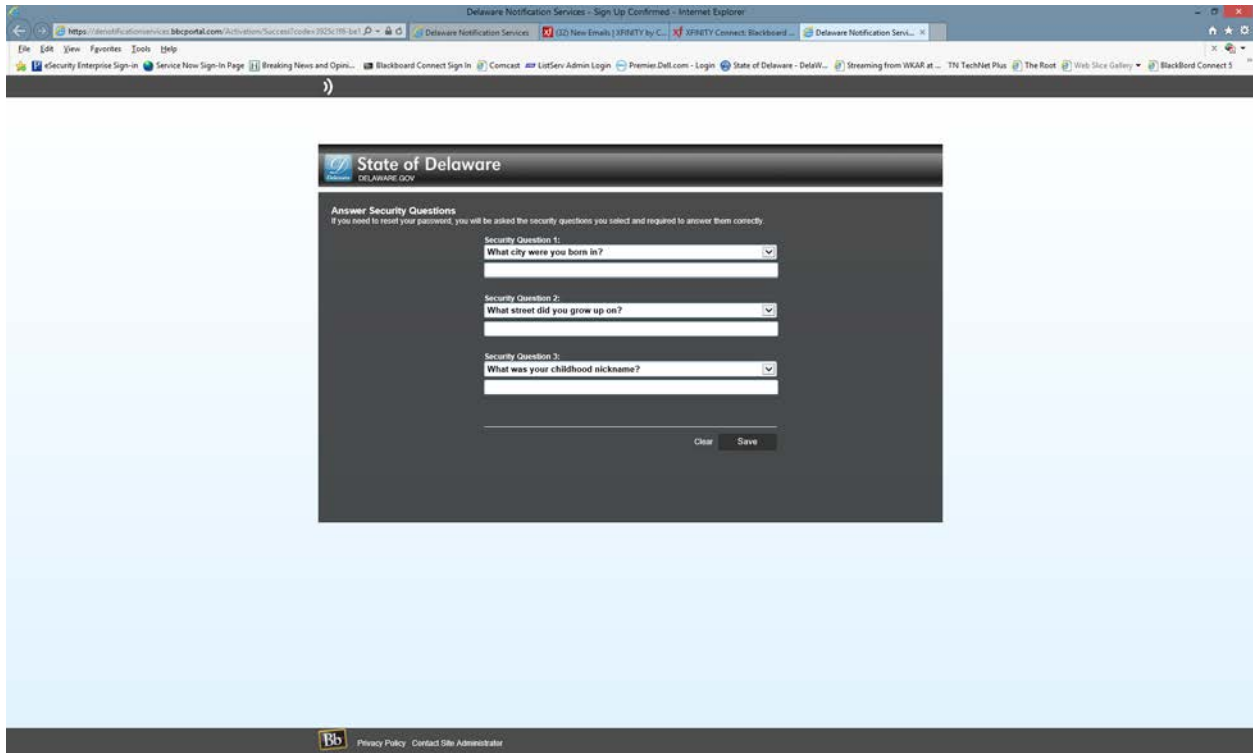
Greetings Name,

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

<https://denotificationservices.bbcportal.com/Activation/ConfirmationCode?code=3925c1f6-be17-40e7-a81d-788178157a59>

Thanks,
Blackboard Connect

You will now need to answer three questions that are challenge questions if you forget your logon info.



The screenshot shows a web browser window displaying the "State of Delaware" security questions page. The page title is "State of Delaware" and the URL is "https://denotificationservices.bbcportal.com/Activation/ConfirmationCode?code=3925c1f6-be17-40e7-a81d-788178157a59". The page content includes the following text and form elements:

State of Delaware
DELAWARE.GOV

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?

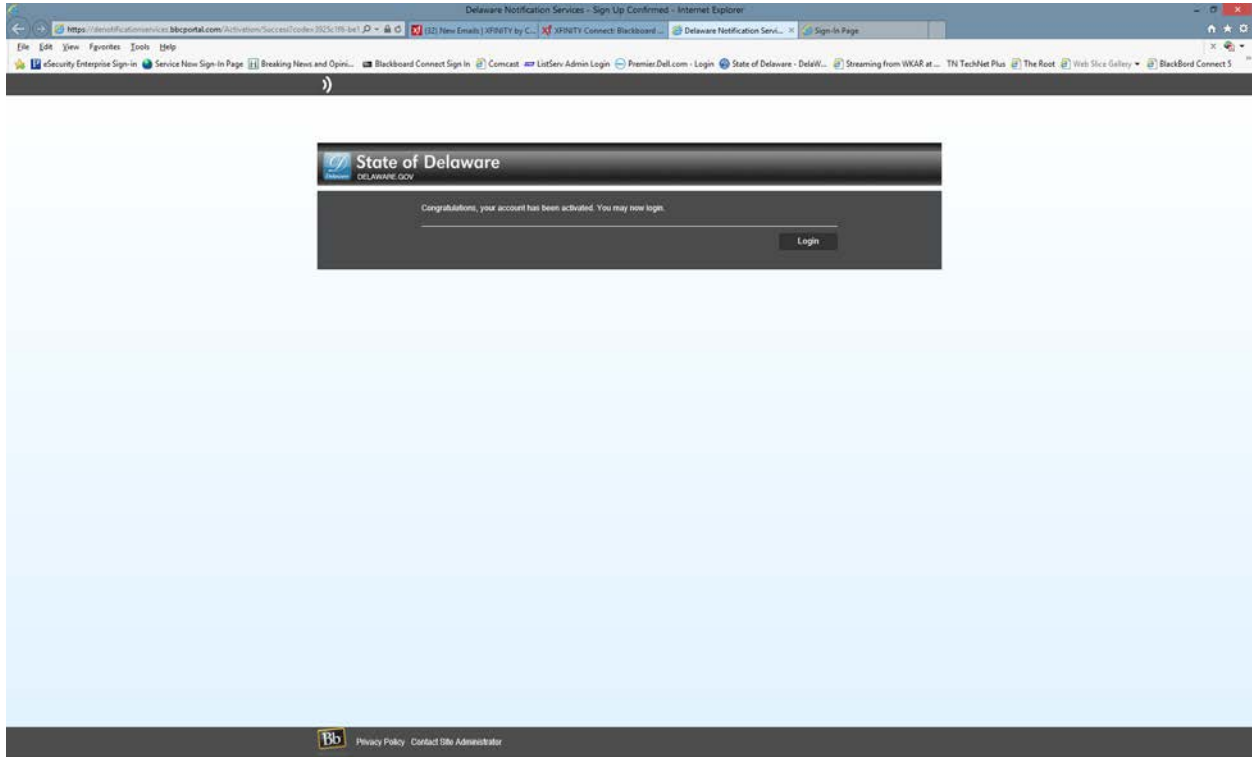
Security Question 2:
What street did you grow up on?

Security Question 3:
What was your childhood nickname?

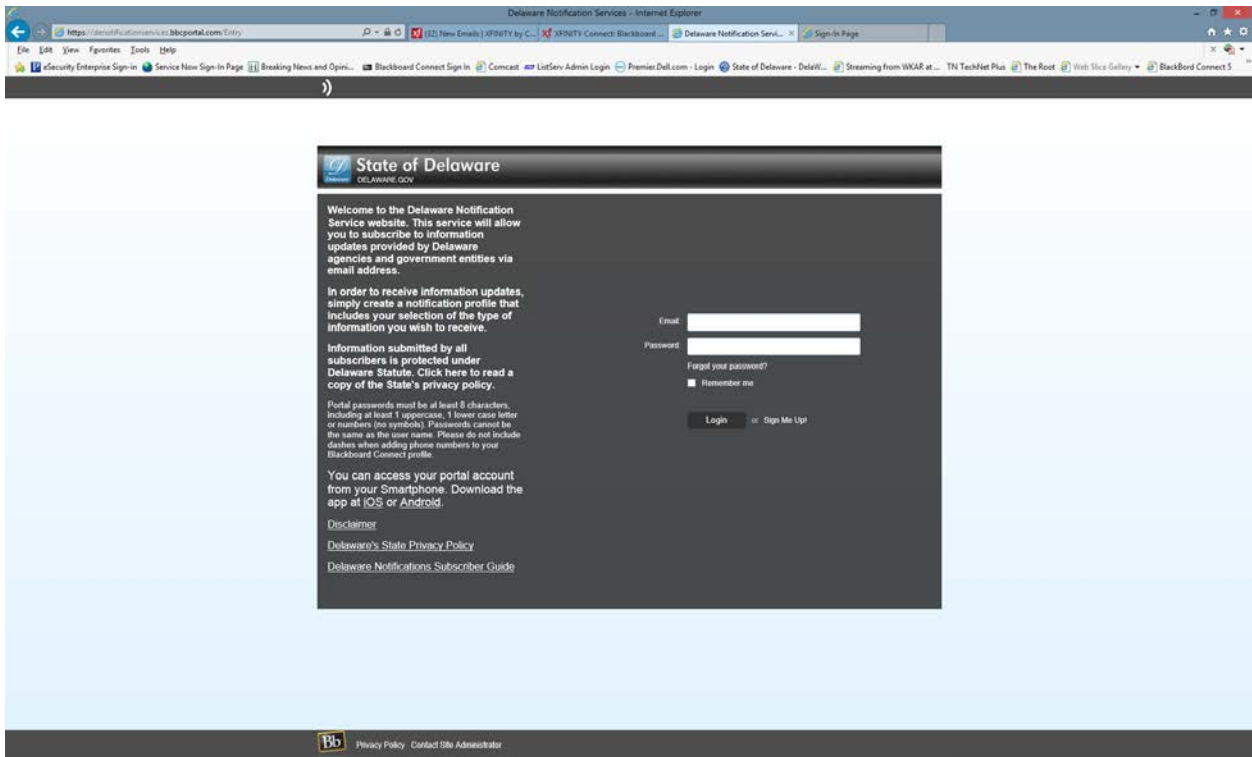
Clear Save

At the bottom of the page, there is a footer with the Blackboard logo and the text "Privacy Policy Contact Site Administrator".

You may now login to Blackboard connect.



Enter your login credentials previously created.



You will now be asked some questions about yourself:

The screenshot shows a web browser window with the URL <https://delnotificationservices.bbportal.com/Contacts/Wizard>. The page is titled "State of Delaware" and features a wizard interface with three steps: "Tell Us About Yourself" (Step 1), "Set Your Subscriptions" (Step 2), and "Set Your Preferences" (Step 3). The current step, "Tell Us About Yourself", includes a sub-header "Let us know how you would like to be reached. You may provide up to 10 phone numbers, 10 email addresses, and 5 addresses. Then, go to Subscriptions to select the notifications you would like to receive." Below this text are three buttons: "Add Address" (with a house icon), "Add Email" (with an envelope icon), and "Add Phone" (with a mobile phone icon). The email address "my@state.de.us" is displayed. At the bottom of the form, there is a "Language Preferences" section with a dropdown menu set to "English" and a "Save" button. A "Next" button is located at the bottom right of the form.

Please fill in the form/blanks as requested.

This screenshot shows the "Add Address" form within the wizard. The form is titled "Add Address" and includes a "Country" dropdown menu set to "United States". Below this are several input fields: "Line 1", "Line 2", "City", "County", "State" (with a dropdown menu set to "Select --"), and "Zip Code". A note at the bottom left of the form states "An * indicates a required field". The form also includes "Cancel" and "Next" buttons. The email address "my@state.de.us" and the "Language Preferences" section (set to "English") are visible below the address form.

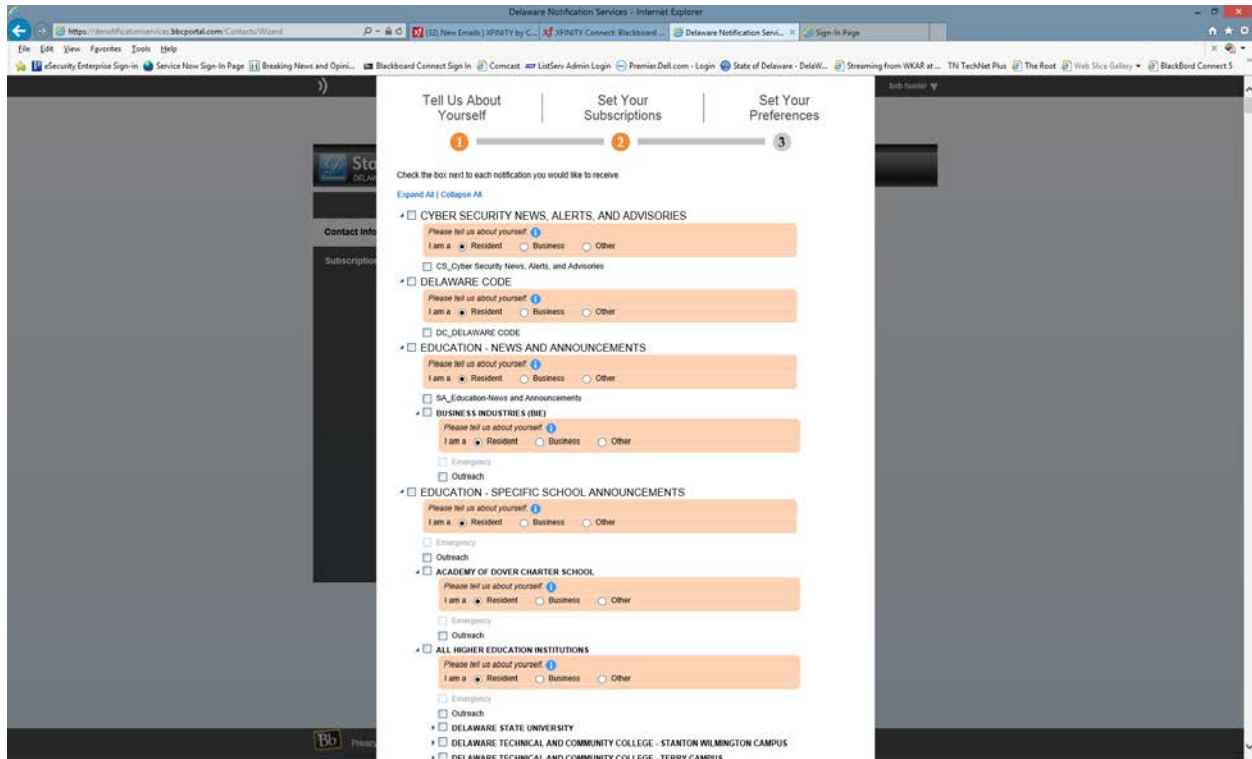
You will be asked to provide your email address.

The screenshot shows a web browser window with the URL <https://delnotificationsservices.bbportal.com/Contacts/Wizard>. The page is titled "State of Delaware" and is part of a "Wizard" for setting up notification services. It is divided into three steps: "Tell Us About Yourself" (Step 1), "Set Your Subscriptions" (Step 2), and "Set Your Preferences" (Step 3). The current step, "Tell Us About Yourself", includes a form for adding contact information. The form has three buttons: "Add Address", "Add Email", and "Add Phone". Below these buttons is a text input field for "Email Address" with the value "my@state.de.us" and a "Save" button. There is also a "Language Preferences" section with a dropdown menu set to "English" and a "Save" button. A "Next" button is located at the bottom right of the form.

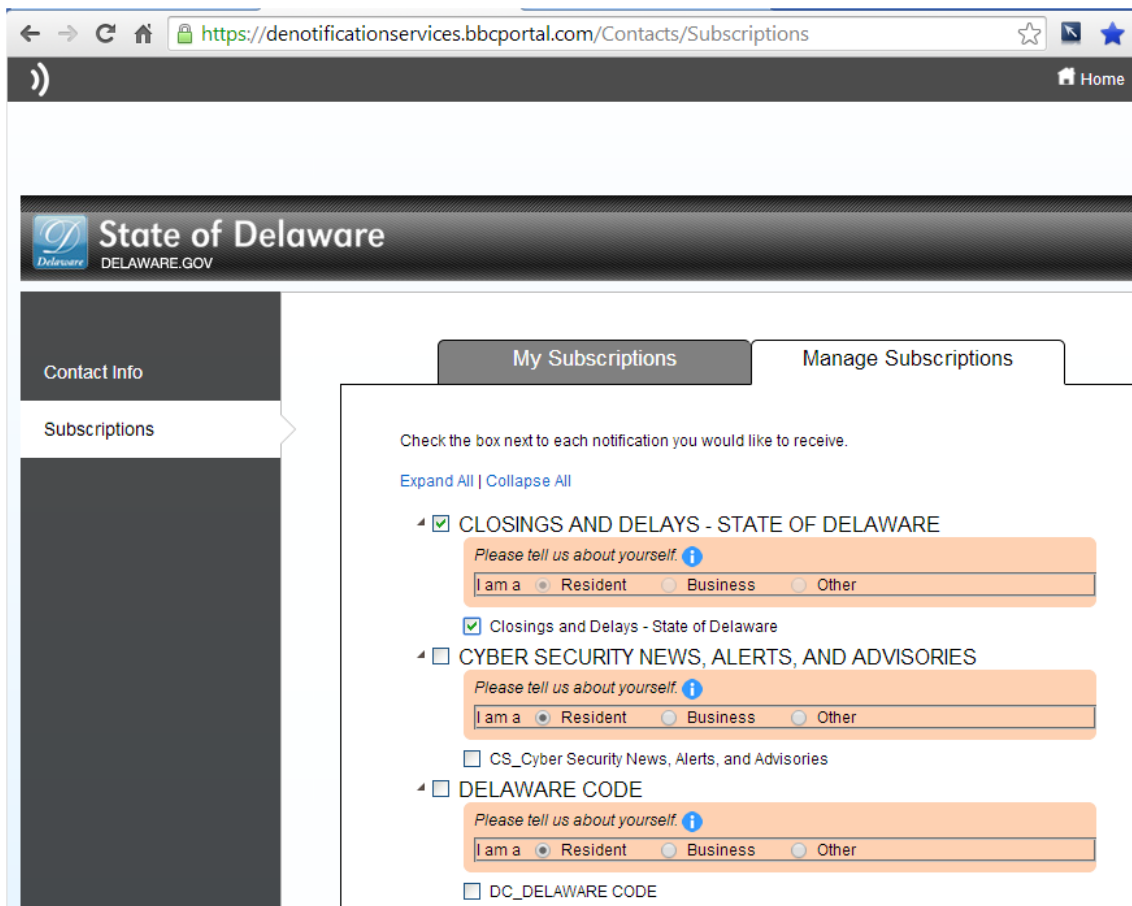
Some items are optional – you may enter as many email addresses as desired for notification.

The screenshot shows the same web browser window, but now on the "Set Your Subscriptions" step (Step 2). The form is for adding a phone number. It has three buttons: "Add Address", "Add Email", and "Add Phone". Below these buttons is a form with three columns: "Country", "Phone Number", and "Extension". The "Country" dropdown is set to "United States (1)". The "Phone Number" field has a "Label" dropdown set to "Home 1" and three checkboxes: "Voice", "Text", and "TTY". There is a "Save" button at the bottom right of the form. The "Language Preferences" section and "Next" button are also visible.

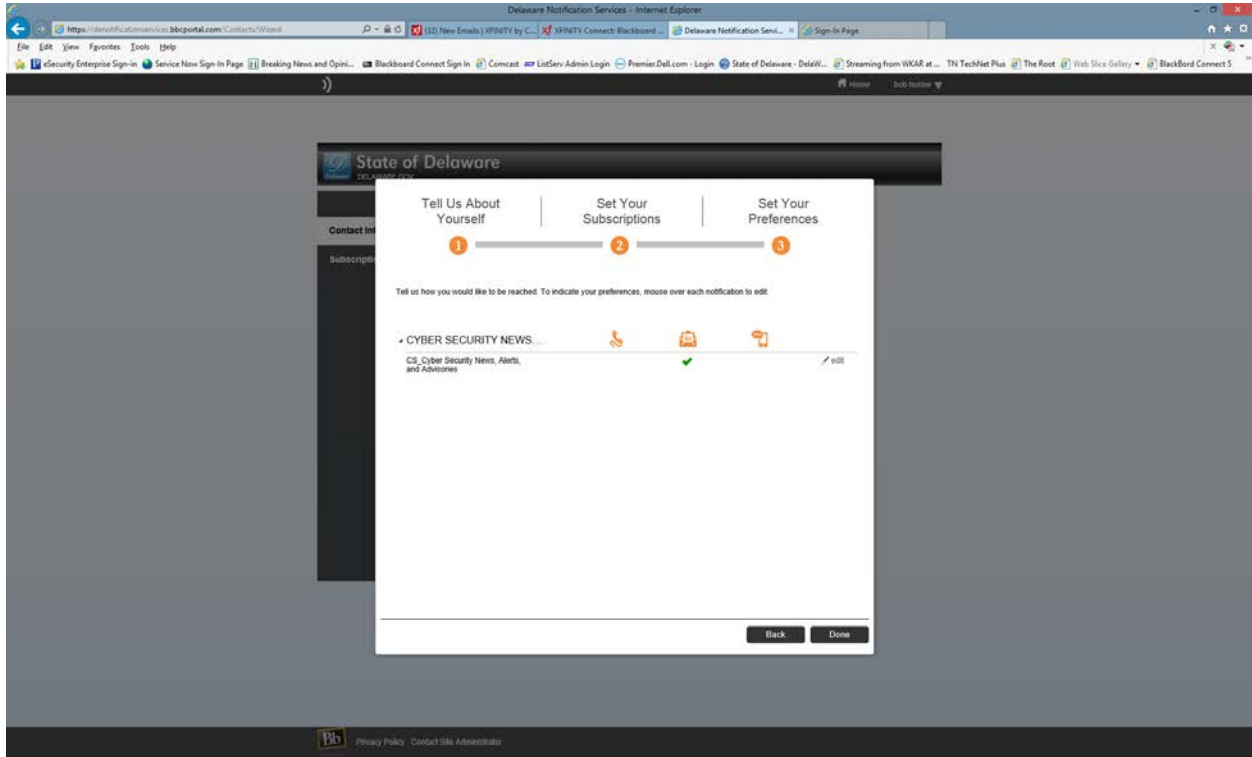
You can pick the alert(s) desired for notification in the method(s) chosen previously.



Select the CLOSINGS AND DELAYS – STATE OF DELAWARE box.



This page will show you the alert chosen and the method of notification.



This page shown below is an overview of your Blackboard connect account.

