Using the Blackboard Connect Portal

Creating a Portal Account (Recipients)

Creating a portal account is an easy processes that is similar to the sign up process for popular website services such as Facebook and Google. However, depending on the type of portal you set up (open or closed), your recipients may have to provide different information.

The steps below outline the sign in process for both open and closed portals.

Signing up to receive messages

1. Go to your School or Institution's portal page.
2. Click **Sign Me Up!**
3. Fill out the information in the given fields and click **Continue**.

   NOTE: Your password must have at least 8 characters and include 1 number and 1 capital letter. Spaces and special characters are not permitted.

A confirmation email from *noreply@blackboard.com* will be sent to the email address you have provided. If you do not receive this email, check your spam or junk folder.

Once you receive the email, simply click the link provided be redirected to a security page where you select and answer your security questions. These questions will be used in the event you forgot your password.

Greetings William,

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

https://bbconnectuni.bbcportal.com/Activation/ConfirmationCode

If you have any questions, please contact the Site Administrator (@blackboard.com).

Thanks,
Site Administrator