

# Blackboard Manually Created Admin Credentials – Mass Notifications

## ■ Overview

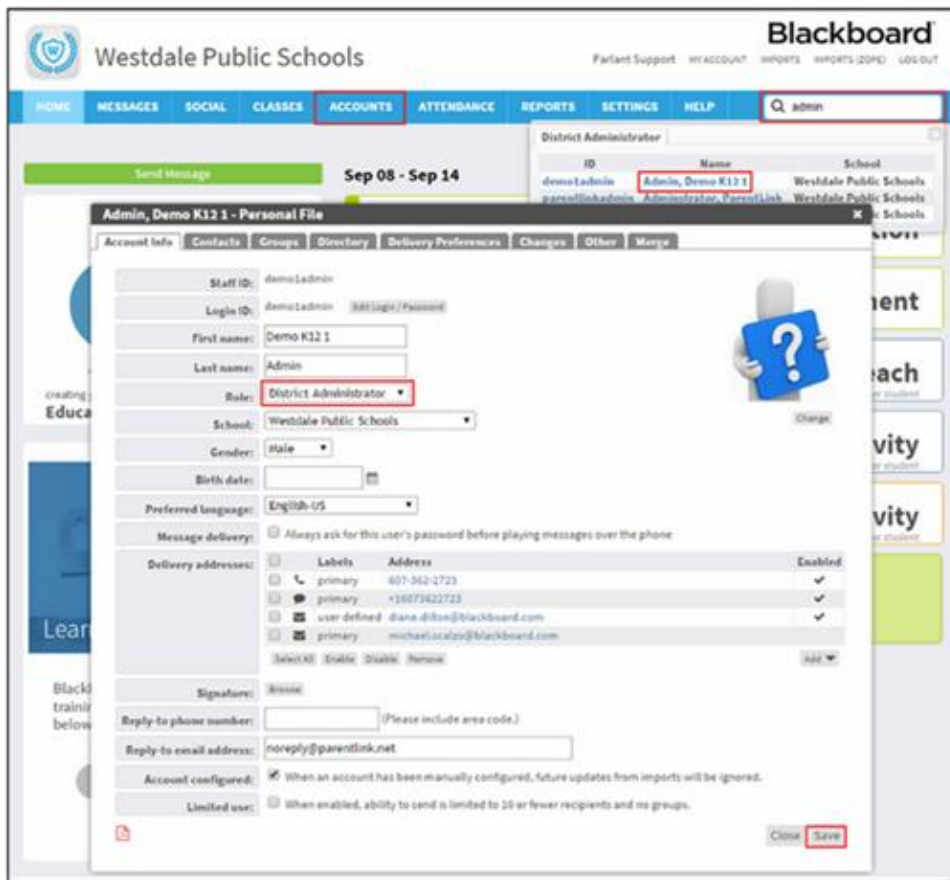
Access to your portal is managed by usernames and passwords tied to the accounts in your system. You should anticipate having at least one Blackboard App admin per school and at least one admin at the district. If you have imported a staff file you should use the existing accounts in your system when granting individuals access to manage the app for your respective organizations.

## ■ Administrators with Existing Accounts in the System

Unless identified otherwise in your staff file, individuals will be defaulted to a “Staff” role type. You will need to either adjust the designated role type in the staff file or manually adjust user’s role type within the client portal. To manually adjust the user’s role type within the client portal, follow the steps below:

1. Search for the user’s account via either the “Accounts” tab or the Quick Search bar.
2. Select the user’s account. An in-browser pop-up box will appear with the user’s information.
3. Select the drop down menu to the right of “Role” and assign the account to a District Administrator, School Administrator, or Principal role type
4. Click the “save” button.

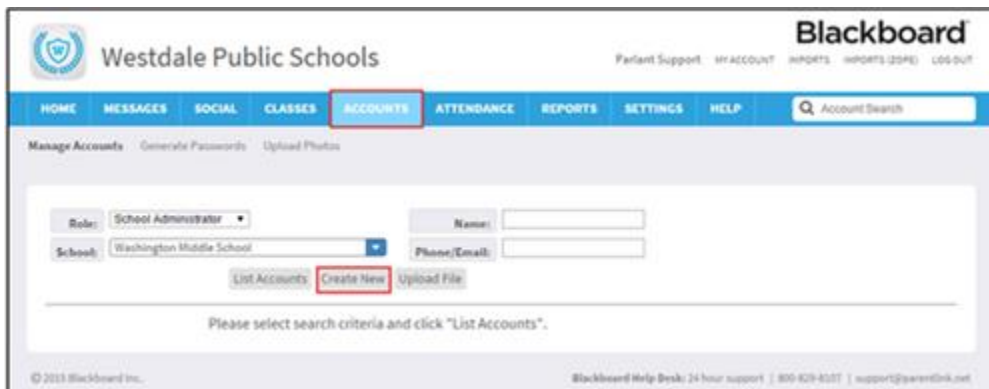
NOTE: In order for this change to remain unchanged with the nightly updates coming in, you will need to check the box “Account Configured” as shown. This will make sure that future imports will not set the role type back to the default “Staff”. The issue here is, none of the other information will be updated in Bb Communications account if it has been changed in your SIS/HR system, thus breaking the sync between the two systems. To avoid this, include the “roleid” field in the Staff.(csv or txt) file and request the ID’s from your Project Manager or Data Integration Specialist. Then, enter the associated numerical code in that field to have the system assign the appropriate role type and keep the information in the two systems synced.



- Administrators without Existing Accounts in the System

If a client did not include staff in their Directory module, or additional accounts are needed that are not already in the system, then the client will need to create unique accounts for each individual with anticipation of administering the app. To manually create an account, follow the steps below:

1. Select the "Accounts" tab and then select the "Create New" button. An in-browser pop-up window will appear.



The screenshot shows the Blackboard 'Add Account' interface. The form is titled 'Add Account' and includes a warning message: 'If you do not enter and confirm a password, the default password set up by the system administrator will be used.' The form fields are: Staff ID (74190), Password, Confirm password, First name (John), Last name (Doe), Role (School Administrator), School (Washington Middle School), Gender, Birth date, Preferred language, and Limited use (checkbox). The 'Save' button is highlighted with a red box.

2. Enter a unique Staff ID (this will be the default username).
3. Enter the account user's First Name.
4. Enter the account user's Last Name.
5. Select the drop-down menu to the right of "Role" and assign the account to a District Administrator, School Administrator, or Principal role type.
6. De-select the "Limited Use" checkbox.
7. Select the "Save" button.

*Note: The newly created/imported accounts will not display in the "Quick Search" bar until after the next nightly sync of data.*