

## Delaware Notification Services Subscribers

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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.bbcportal.com/Entry> website and the screen below appears:

The screenshot shows the login page for the Delaware Notification Service. At the top left is the State of Delaware logo and the text "State of Delaware DELAWARE.GOV". The main heading reads "Welcome to the Delaware Notification Service website. This service will allow you to subscribe to information updates provided by Delaware agencies and government entities via email address." Below this, it says "In order to receive information updates, simply create a notification profile that includes your selection of the type of information you wish to receive." There are two input fields: "Email:" and "Password:". Below the password field is a link "Forgot your password?" and a checkbox "Remember me". At the bottom are "Login" and "Sign Me Up!" buttons. On the left side, there is a privacy policy notice: "Information submitted by all subscribers is protected under Delaware Statute. Click here to read a copy of the State's privacy policy." Below that, it states: "Portal passwords must be at least 8 characters, including at least 1 uppercase, 1 lower case letter or numbers (no symbols). Passwords cannot be the same as the user name. Please do not include dashes when adding phone numbers to your Blackboard Connect profile." At the bottom left, it says: "You can access your portal account from your Smartphone. Download the app at [iOS](#) or [Android](#)."

**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.

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

The screenshot shows the registration page for the Delaware Notification Service. At the top left is the State of Delaware logo and the text "State of Delaware DELAWARE.GOV". The main heading reads "Welcome to the Delaware Notification Service website. This service will allow you to subscribe to information updates provided by Delaware agencies and government entities via email address." Below this, it says "In order to receive information updates, simply create a notification profile that includes your selection of the type of information you wish to receive." There are four input fields: "Your First Name:" (filled with "Test"), "Your Last Name:" (filled with "User"), "Your Email:" (filled with "test@email.com"), "Choose a Password:" (filled with "\*\*\*\*\*"), and "Confirm Password:" (filled with "\*\*\*\*\*"). Below the password fields is a checkbox "I agree to the Blackboard Connect User Agreement, which includes my consent to receive the messages I select in the site, as well as the use of cookies in connection with operating the site. More information on the use of cookies is available at the Blackboard Privacy Center." and a note "All Fields Required". At the bottom left, it says: "Information submitted by all subscribers is protected under Delaware Statute. Click here to read a copy of the State's privacy policy." Below that, it states: "Portal passwords must be at least 8 characters, including at least 1 uppercase, 1 lower case letter or numbers (no symbols). Passwords cannot be the same as the user name. Please do not include dashes when adding phone numbers to your Blackboard Connect profile." At the bottom left, it says: "You can access your portal account from your Smartphone. Download the app at [iOS](#) or [Android](#)." At the bottom are "Go back" and "Continue" buttons.

You will receive the following screen:

The screenshot shows the State of Delaware Notification Service website. At the top left is the Delaware logo and the text "State of Delaware" and "DELAWARE.GOV". The main content area has a dark background with white text. It includes a welcome message, a confirmation message, a "Go back" link, instructions on how to receive updates, a link to the privacy policy, password requirements, and information about accessing the portal from a smartphone.

**State of Delaware**  
DELAWARE.GOV

Welcome to the Delaware Notification Service website. This service will allow you to subscribe to information updates provided by Delaware agencies and government entities via email address.

A confirmation email has been sent to the email address you provided. Please follow the instructions in the email to complete your registration.

[Go back](#)

In order to receive information updates, simply create a notification profile that includes your selection of the type of information you wish to receive.

Information submitted by all subscribers is protected under Delaware Statute. [Click here to read a copy of the State's privacy policy.](#)

Portal passwords must be at least 8 characters, including at least 1 uppercase, 1 lower case letter or numbers (no symbols). Passwords cannot be the same as the user name. Please do not include dashes when adding phone numbers to your Blackboard Connect profile.

You can access your portal account from your Smartphone. Download the app at [iOS](#) or [Android](#).

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

The screenshot shows an email interface. At the top are navigation icons for back, forward, delete, move, spam, more, and collapse all. The email subject is "Blackboard Connect: Account Activation". The sender is "noreply@blackboardconnect.com" and the date is "Dec 11 at 2:36 PM". The body of the email starts with "Greetings" followed by a red box containing the text "Your Name will appear here". The main text says "Thank you for registering for a Blackboard Connect user account. To activate your new account, simply follow the link below:" followed by a blue hyperlink. The email ends with "Thanks, Blackboard Connect".

← ↩ → | 🗑️ Delete | 📁 Move ▾ | 🚫 Spam | ⋮ More ▾ | ☰ Collapse All

● Blackboard Connect: Account Activation ★

● noreply@blackboardconnect.com Dec 11 at 2:36 PM ★

To Me

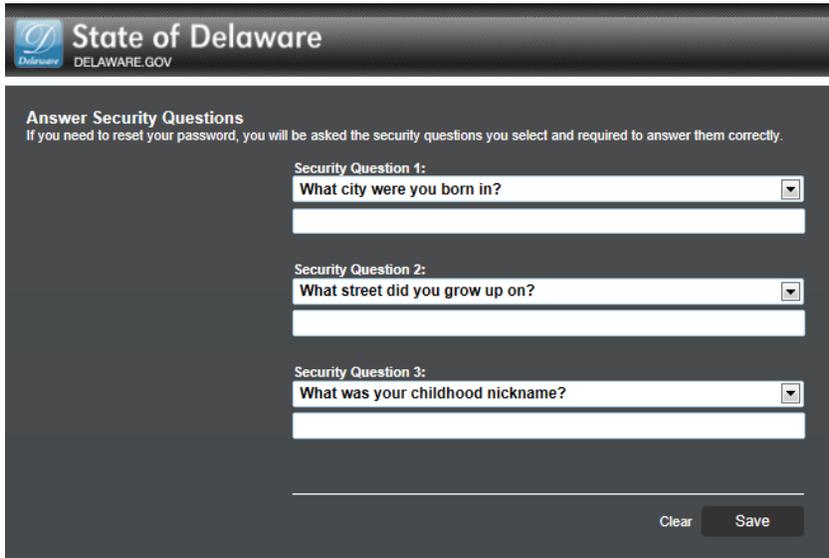
Greetings Your Name will appear here

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

<https://denotificationservices.bbcportal.com/Activation/ConfirmationCode?code=72c8123b-2fe6-49f1-8a1b-285737bb4ae3>

Thanks,  
Blackboard Connect

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

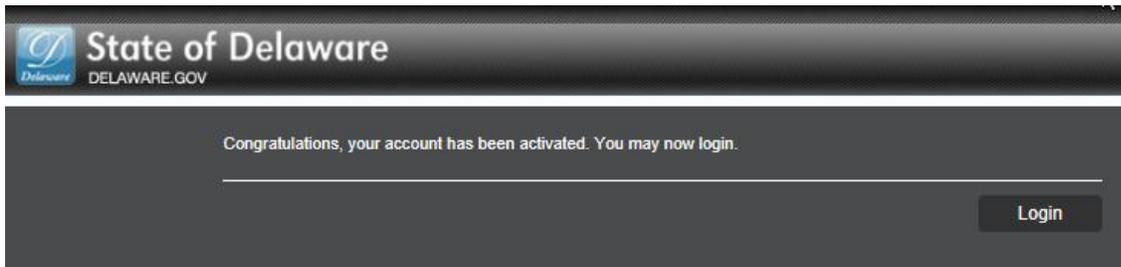


The screenshot shows the 'Answer Security Questions' page on the State of Delaware website. The header includes the Delaware logo and 'State of Delaware DELAWARE.GOV'. The main heading is 'Answer Security Questions' with a sub-note: 'If you need to reset your password, you will be asked the security questions you select and required to answer them correctly.' There are three security questions, each with a dropdown menu and a text input field:

- 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?

At the bottom right, there are two buttons: 'Clear' and 'Save'.

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



The screenshot shows a confirmation message on the State of Delaware website. The header is the same as the previous screenshot. The main message reads: 'Congratulations, your account has been activated. You may now login.' Below the message is a horizontal line, and at the bottom right is a 'Login' button.

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:

Tell Us About Yourself | Set Your Subscriptions | Set Your Preferences

1 2 3

Let us know how you would like to be reached. You may provide up to 10 phone numbers, 10 email addresses, and 5 addresses.

Add Address Add Email Add Phone

E-mail Address Your E-mail Address will appear

Home Address Your Home Address will appear here

Next

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.



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

[Expand All](#) | [Collapse All](#)

CYBER SECURITY NEWS, ALERTS, AND ADVISORIES

Please tell us about yourself. [i](#)

I am a  Resident  Business  Other

CS\_Cyber Security News, Alerts, and Advisories

DELAWARE CODE

Please tell us about yourself. [i](#)

I am a  Resident  Business  Other

DC\_DELAWARE CODE

EDUCATION - NEWS AND ANNOUNCEMENTS

Please tell us about yourself. [i](#)

I am a  Resident  Business  Other

SA\_Education-News and Announcements

EDUCATION - SPECIFIC SCHOOL ANNOUNCEMENTS

Please tell us about yourself. [i](#)

I am a  Resident  Business  Other

Emergency

Outreach

ACADEMY OF DOVER CHARTER SCHOOL

Please tell us about yourself. [i](#)

I am a  Resident  Business  Other

Emergency

Outreach

The following screen appears when you click on, “Collapse All” link:



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

[Expand All](#) | [Collapse All](#)

- 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

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Back

Next

3. After selecting your subscriptions, you will be able to “Set Your Preferences” for receiving notices.

Tell Us About Yourself | **Set Your Subscriptions** | Set Your Preferences

1 2 3

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

Subscription	Phone	Email	Text	Edit
▲ CYBER SECURITY NEWS... CS_Cyber Security News, Alerts, and Advisories		✓		edit
▲ DELAWARE CODE DC_DELAWARE CODE		✓		edit
▲ EDUCATION - NEWS AND ANNOUNCEMENTS SA_Education-News and Announcements		✓		edit
DEPARTMENT OF EDUCATION				
▲ LEGISLATION INFORMATION				
LH_Governor Signed		✓		edit
LH_House Passed		✓		edit
LH_Senate Passed		✓		edit
▲ PUBLIC ANNOUNCEMENTS PA_Public Announcement		✓		edit
▲ PUBLIC ARCHIVES				
AR_DPA HOLDINGS ANNOUNCEMENTS		✓		edit
AR_ONLINE RESEARCH SERVICES ANNOUNCEMENTS		✓		edit
AR_SPECIAL EVENTS ANNOUNCEMENTS		✓		edit

Click “Edit” to “Set Your Preferences”

The check mark indicates the listed method of contact

Back Done

4. Click “Done” once you have completed the delivery preferences.

5. You will receive the following screen once completed with the process

Your Name will appear here

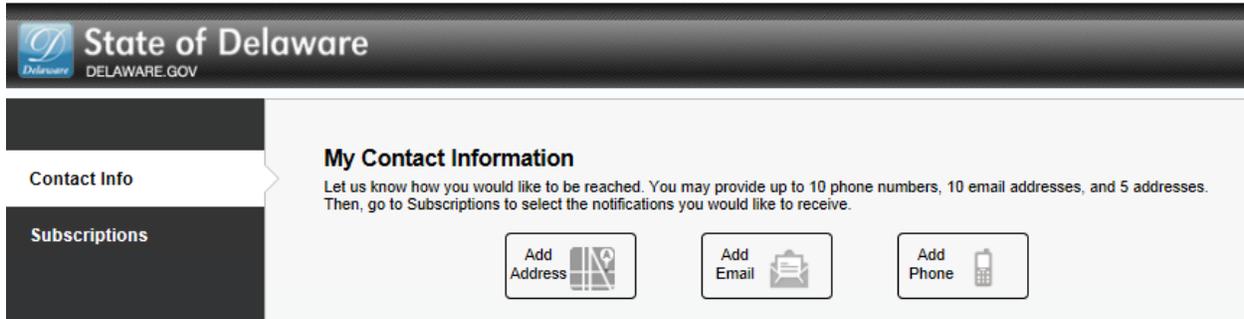
The screenshot shows the Delaware Notification Service website. At the top, there is a navigation bar with a home icon and a dropdown menu. Below this is the State of Delaware logo and the text 'DELAWARE.GOV'. The main content area is divided into several sections:

- Welcome Message:** A dark grey box containing a personalized message: "Hi Boskey Kamboj, Thank you for registering with Delaware Notification Services. Your account email address is: baljinder.kamboj@state.de.us. You may [Click Here](#) to manage all of your contact information and subscription preferences. Sincerely, Delaware Notification Services Account Administration". A callout box points to the name "Boskey Kamboj" with the text "Your Name will appear here".
- Welcome to the Delaware Notification Service website:** A dark grey box with white text: "Welcome to the Delaware Notification Service website. This service will allow you to subscribe to information updates provided by Delaware agencies and government entities via email address." A callout box points to a redacted area with the text "Your Name will appear here".
- Registered Institutions:** A dark grey box listing the following institutions: "CYBER SECURITY NEWS, ALERTS, AND ADVISORIES", "DELAWARE CODE", "EDUCATION - NEWS AND ANNOUNCEMENTS", "LEGISLATION INFORMATION", "PUBLIC ANNOUNCEMENTS", "PUBLIC ARCHIVES", "PUBLIC HEALTH AND SAFETY - SEX OFFENDER NOTIFICATIONS". Below the list is a link: "[Edit contact information](#)".
- Delaware Weather:** A dark grey box with a weather icon and the text "Delaware Weather". Below it is a bullet point: "• There are no active watches, warnings or advisories".
- RSS Feed:** A dark grey box with an RSS icon and the text "RSS Feed". Below it is a list of items: "• School Delays & Closings", "• State Agency Delays & Closings", "• Sign Up for School Delays & Closings Emails", "• State Holidays", "• See the Next Two Weeks of Meetings".

## Update Contact Information

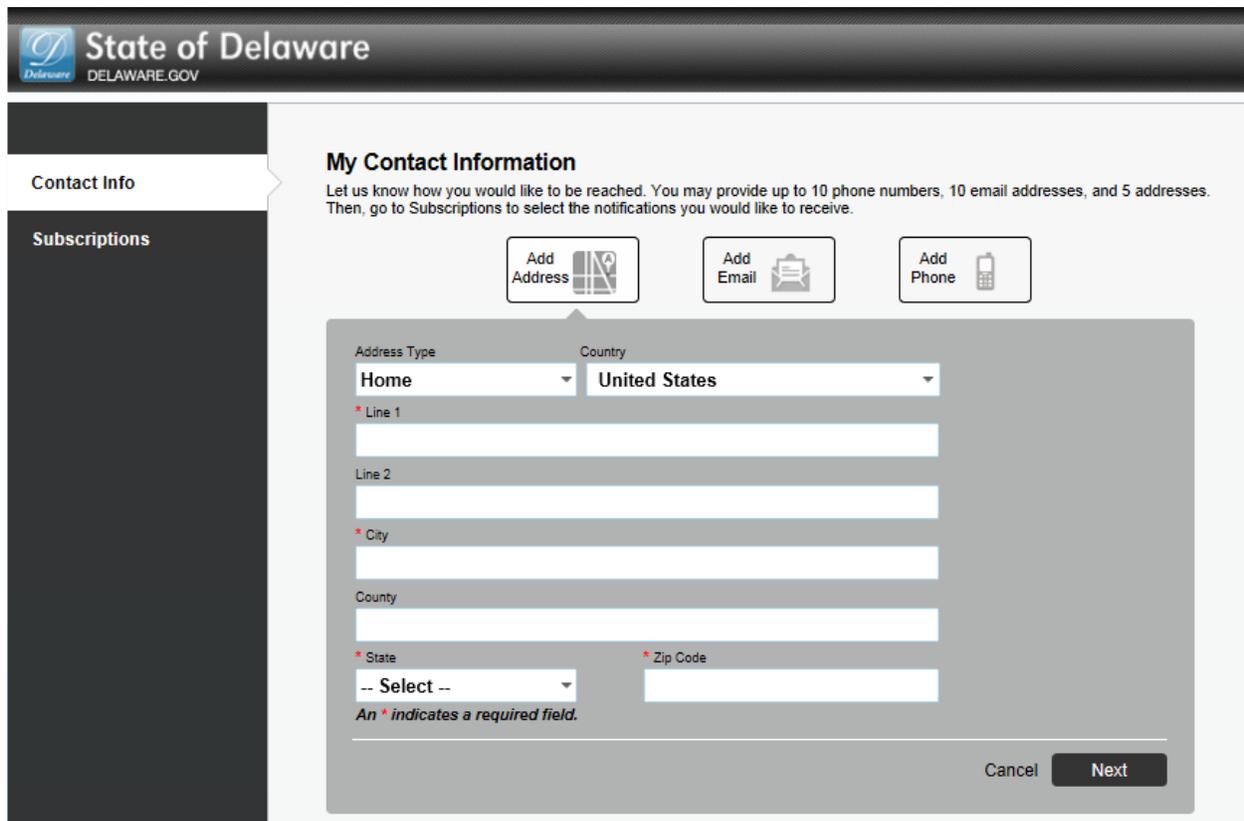
This section covers updating contact information for Subscribers.

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



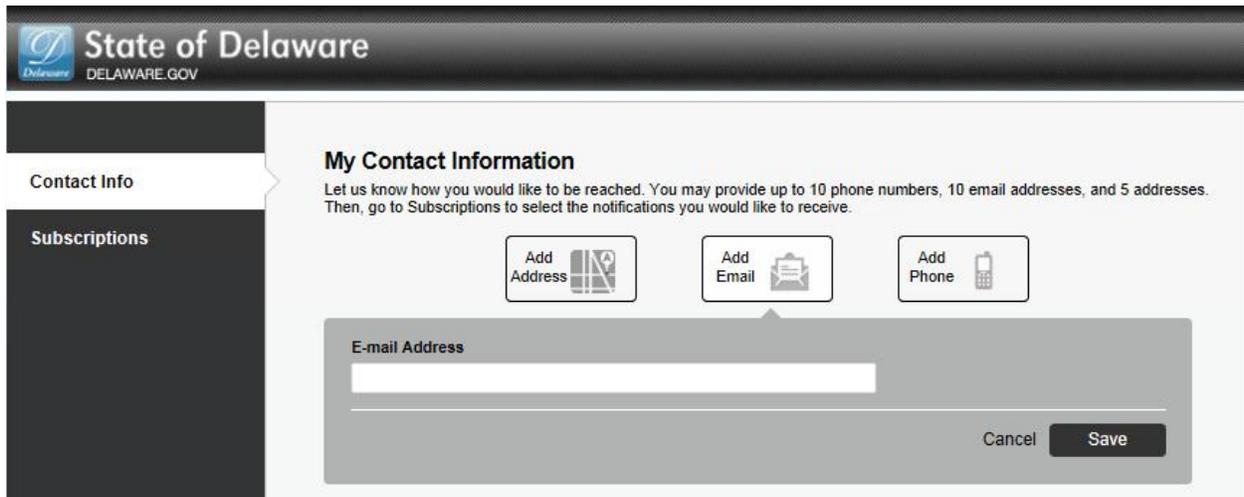
The screenshot shows the top of the 'My Contact Information' page. At the top left is the State of Delaware logo and 'DELAWARE.GOV'. Below it is a dark sidebar with 'Contact Info' and 'Subscriptions' buttons. The main content area is titled 'My Contact Information' and includes a sub-header: 'Let us 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 location pin icon), 'Add Email' (with an envelope icon), and 'Add Phone' (with a mobile phone icon).

Add Address by clicking on “**Add Address**” and enter information on following screen:



The screenshot shows the 'Add Address' form. It features the same header and sidebar as the previous screen. The main content area is titled 'My Contact Information' and includes the same sub-header. Below the sub-header are three buttons: 'Add Address', 'Add Email', and 'Add Phone'. The 'Add Address' button is highlighted with a mouse cursor. Below the buttons is a form with the following fields: 'Address Type' (dropdown menu with 'Home' selected), 'Country' (dropdown menu with 'United States' selected), '\* Line 1' (text input field), 'Line 2' (text input field), '\* City' (text input field), 'County' (text input field), '\* State' (dropdown menu with '-- Select --' selected), and '\* Zip Code' (text input field). A note below the fields reads: 'An \* indicates a required field.' At the bottom right of the form are 'Cancel' and 'Next' buttons.

Add Email by clicking on the “Add Email” option



The screenshot shows the 'My Contact Information' page on the State of Delaware website. The page header includes the State of Delaware logo and 'DELAWARE.GOV'. A left sidebar contains 'Contact Info' and 'Subscriptions'. The main content area is titled 'My Contact Information' and 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.' Three buttons are visible: 'Add Address', 'Add Email', and 'Add Phone'. The 'Add Email' button is highlighted with a mouse cursor. Below the buttons is a form for adding an email address, with a label 'E-mail Address' and a text input field. At the bottom right of the form are 'Cancel' and 'Save' buttons.

Add Phone by clicking on the “Add Phone” option



The screenshot shows the 'My Contact Information' page on the State of Delaware website. The page header includes the State of Delaware logo and 'DELAWARE.GOV'. A left sidebar contains 'Contact Info' and 'Subscriptions'. The main content area is titled 'My Contact Information' and 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.' Three buttons are visible: 'Add Address', 'Add Email', and 'Add Phone'. The 'Add Phone' button is highlighted with a mouse cursor. Below the buttons is a form for adding a phone number. The form has three input fields: 'Country' (a dropdown menu showing 'United States (1)'), 'Phone Number', and 'Extension'. Below these is a 'Label' dropdown menu showing 'Home 1'. To the right of the label are three checkboxes: 'Voice' (checked), 'Text' (checked), and 'TTY' (unchecked). A note below the checkboxes reads: 'Standard text messaging charges may apply.' At the bottom right of the form are 'Cancel' and 'Save' buttons.

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:

**Tell Us About Yourself** | **Set Your Subscriptions** | **Set Your Preferences**

1 ————— 2 ————— 3

Let us know how you would like to be reached. You may provide up to 10 phone numbers, 10 email addresses, and 5 addresses.

Add Address 

Add Email 

Add Phone 

  
E-mail Address

Your E-mail Address will appear here

  
Home Address

Your Home Address will appear here

[Next](#)

**Thank you for using Delaware Notification Services!**