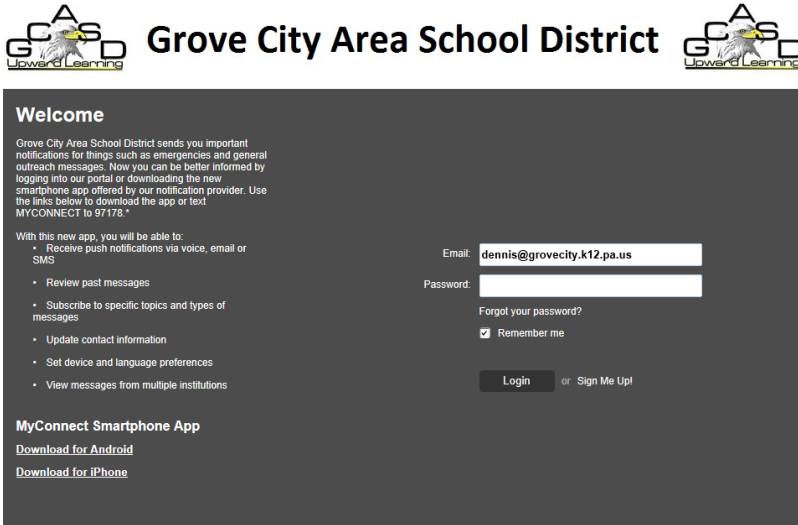


Grove City School District

Teacher Portal Registration Instructions

Go to: <https://grovecity.bbcportal.com/>

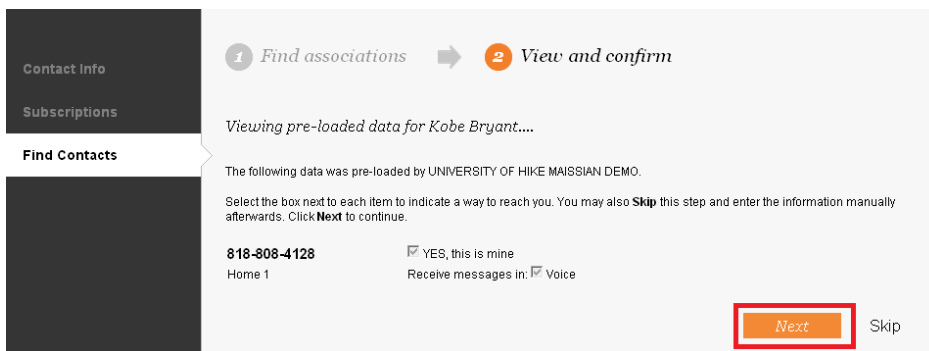
Click the “Sign Me Up!” link to register. Follow the instructions on the screen to set up your password. You’ll receive an email with a confirmation link to finish the registration process. Sign in with your email address and password. You will be taken to the “Find Associations” screen when logging in for the first time.



Enter your identification code and click Submit. **Your identification code is the same as your Aesop or payroll portal password.**

Once the match is found click **associate or Next**.

Update your contact preferences. From the “View and confirm” screen select “Next” or “Skip.”



From the “My Contact Information” screen you can *Add Device*, *Edit* (pencil icon) or *Delete* (trashcan) to modify your contact points. You can now receive notifications of any alert messages by Voice, Email or Text. Please choose your options for how you would like to receive the messages.

My Contact Information
Please add and update your contact information to let us know where you would like to be reached, then go to the Subscriptions page to subscribe to receive messages at each of the devices provided here.

999-999-9999
Work 1

818-999-9999
Mobile 1

XXXX.XXXX@gmail.com
E-mail Address

**95105 Nashville St.
Northridge, CA 91326
United States**
Home Address

You are associated to the following contact(s) at the institution(s) indicated.
[Kobe Bryant \(UNIVERSITY OF HIKE MAISSIAN DEMO\)](#)

Update your Subscriptions. After making any changes on the previous screen you can be taken directly to update your subscription preferences by selecting “Yes, take me there.”

On the “Subscriptions” page the Portal User must first click on the “Edit” button to be taken to which types of messages they want to subscribe to. Using the “Expand All” drop down they can then view/select the message types and Portal groups that are available to them to select through. After they have made their selections they must click “Save.” Notice *Emergency is already selected as default.*

Subscriptions [Edit](#)

UNIVERSITY OF HIKE MAISSIAN DEMO

	Voice	Text	TTY
Emergency	✓	✓	✓
Outreach	✓	✓	

Edit Subscriptions
By subscribing to an institution, you will be automatically opted-in to receive Emergency messages at all your contact points. You may also select to receive messages for the additional notification types available on this page.

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

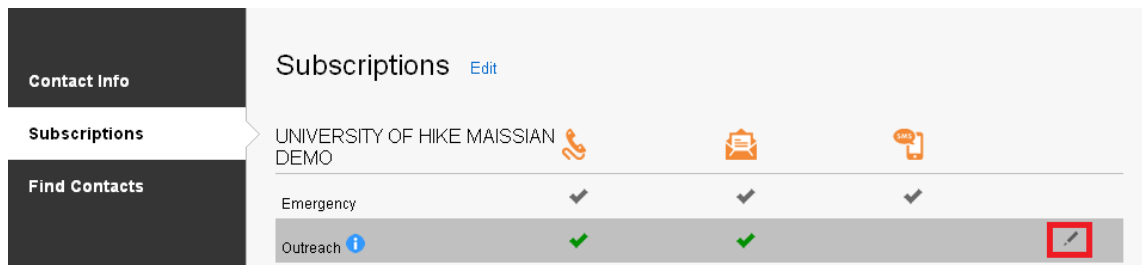
UNIVERSITY OF HIKE MAISSIAN DEMO

- Emergency
- Outreach

[Cancel](#) [Save](#)

Back on the “Subscriptions” page you may click on the *Edit* (pencil icon) and check off which modes of contact you want to receive for that particular type of notification. Update the changes by clicking “Save.”

You will automatically be subscribed for Emergency messages in all delivery modes that are applicable.



Click on Find Contacts to associate another child to your account. Remember to use their student ID number as the identification code.

Update your account settings. At the top right of every screen there is a drop down that allows you to be taken to any of the items listed above including one called "User Settings."

On the User Settings screen you have the ability to change your password and to unsubscribe from the Portal entirely.