

Grove City School District

Parent 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. **Your identification code is your students ID number.**

Grove City Area School District

Welcome to Grove City Area School District's Parent Portal! Please log in to view your account information or click Sign Me Up! to create an account.

If you have any questions, please contact your child's building or visit <http://www.grovecity.k12.pa.us>.

Email:

Password:

[Forgot your password?](#)

Remember me

Login and Password do not match. Please re-try (Make sure the CAP key is off).

or [Sign Me Up!](#)

Find Associations:

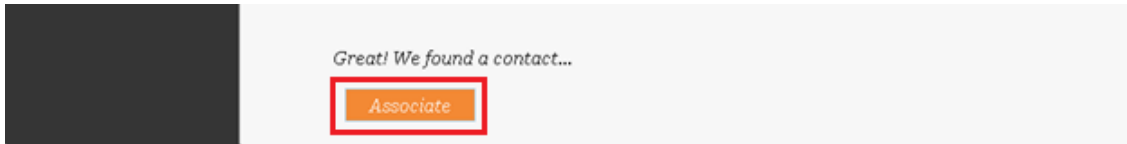
Find Contact | Tell Us About Yourself | Set Your Subscriptions | Set Your Preferences

1 2 3 4

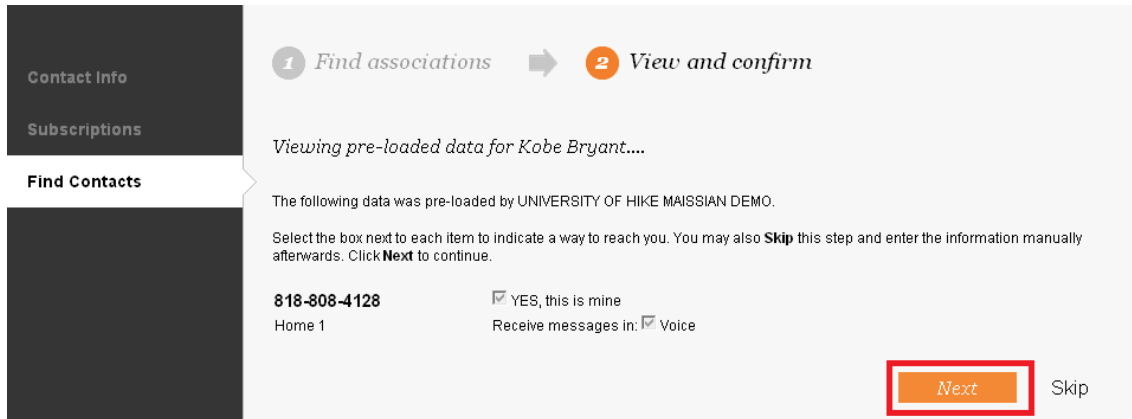
First...

Let's begin by entering the identification code that has been provided to you to find your associated contact.

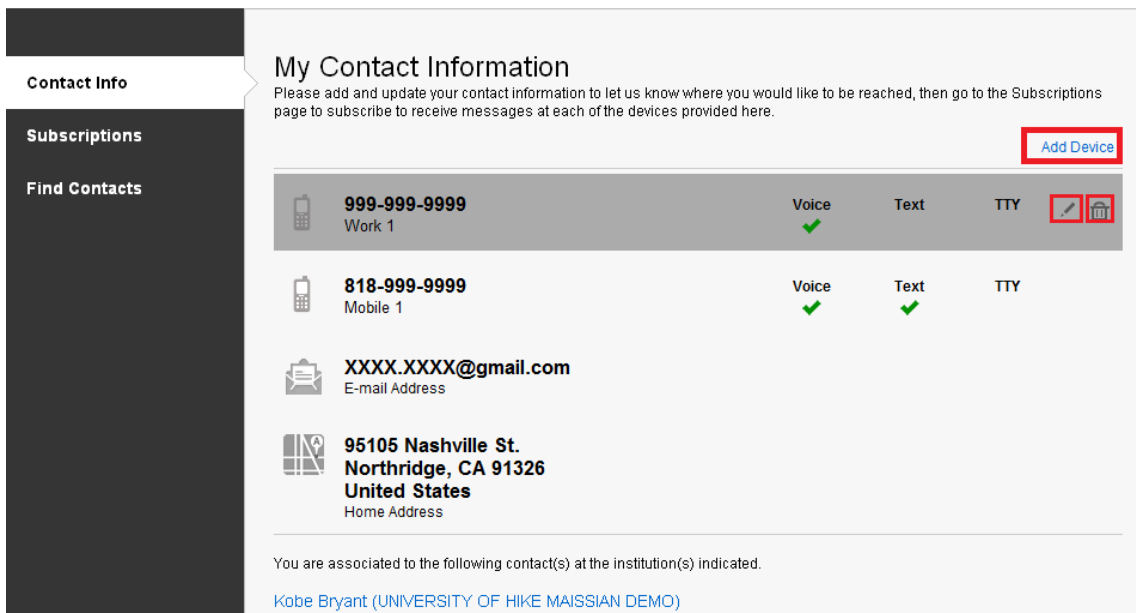
Once the match is found click Associate or Next.



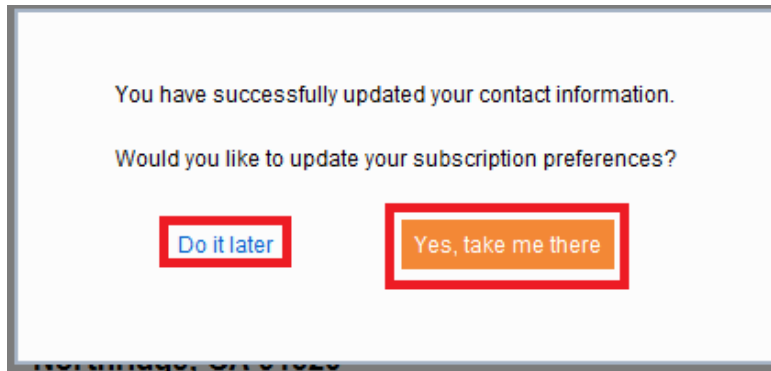
Update your contact preferences. From the “View and confirm” screen select “Next” or “Skip.”



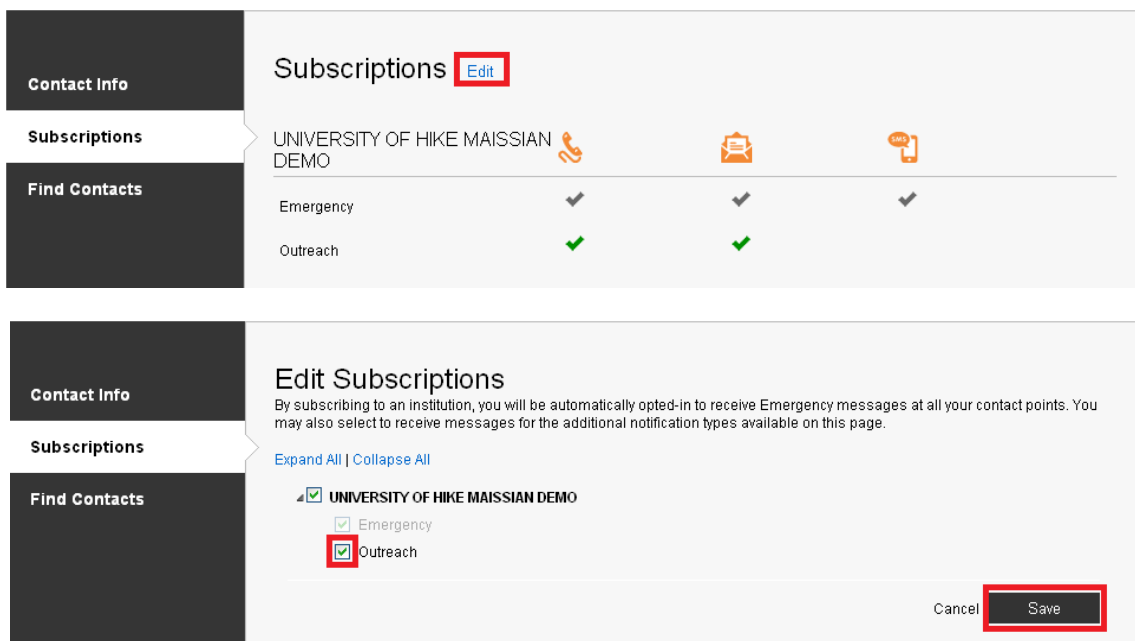
From the “My Contact Information” screen you can *Add Device*, *Edit* (pencil icon) or *Delete* (trashcan) to modify your contact points.



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.”

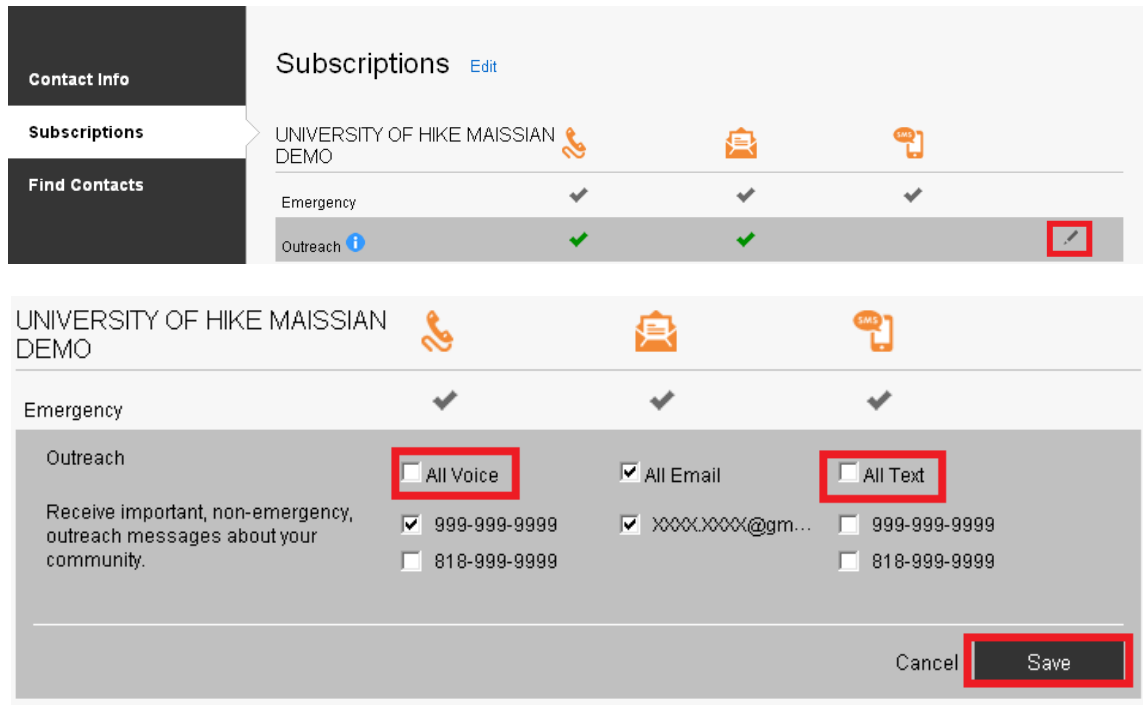


On the “Subscriptions” page the Portal User must first click on the “Edit” button to be taken to which types of messages they want to subscribe to. Using the “Expand All” drop down they can then view/select the message types and Portal groups that are available to them to select through. After they have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



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.



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."

)) Home Hike Maissian ▾

contact info
subscriptions
user settings
sign out

HikeTest

Contact Info

Subscriptions

Find Contacts

Subscriptions [Edit](#)

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| | | | |
|-----------|---|---|---|
| Emergency | ✓ | ✓ | ✓ |
| Outreach | ✓ | ✓ | |

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

User Settings

Change your password here.

Login Email

Hike.Maissian@blackboard.com

First Name

Hike

Last Name

Maissian

Choose a Password *

••••••••

Confirm Password

••••••••

Reset Account

Cancel

Save