



Dear Parents/Guardians,

SJS Connect is our school to home communications system that is used to send emergency notices and outreach messages, notices and reminders from the school office. It will also allow you to update your contact information with the school (email, address, phone, etc.).

Because we are using this system to communicate from school to home, **it is required that every family have at least one contact method set up in SJS Connect.** We suggest one email and one phone (either home or mobile).

Below are instructions on how to update or set up your "account" on SJS Connect. If you have questions about SJS Connect, please first refer to the Parent Portal User Manual posted on the school Web site. Additional questions can be directed to Christine DiMestico at [dimestico@stjosephholbrook.com](mailto:dimestico@stjosephholbrook.com).

## **NEW STUDENTS**

If you are a brand new user to SJS Connect, please email [dimestico@stjosephholbrook.com](mailto:dimestico@stjosephholbrook.com) with the following information:

Student Name(s)	Student Grade(s)	Your Name
One email address	One phone number	

You will then be added to SJS Connect, alerted via email and you can then continue with the steps below.

## **SETTING UP AN ACCOUNT**

If you have previously set up an account, you can just choose LOGIN on Step 3.

You may need to update your password - just follow the steps on screen

1. Go to our school Web site - [www.stjosephholbrook.com](http://www.stjosephholbrook.com).

2. Click on the orange CONNECT icon that is in the top right corner.



3. You are now on SJS Connect! Click on **Sign me up!** next to the LOGIN button.

4. Once there, enter your name, email address and password of your choice. Check the box "I agree...".

5. You will then receive an email at the email address you chose - it will come from [noreply@blackboardconnect.com](mailto:noreply@blackboardconnect.com). Click the link in this email and you will be taken back to SJS Connect.

6. Choose your three security questions and answers and save. You can then Login with the email and password you set up.

7. In the welcome message on SJS Connect, you will need to manage your information by clicking in the: ***You may Click Here to manage all of your contact information and subscription preferences.***

8. Enter the reference code for your student. **This number is located on the label on the top of this letter.** You will then need to enter an email address or phone number that you had provided to us (home, mobile or email). Click Submit.

9. When a contact is found, it will show the student name and give you the choice of your "Associate" with that student. Choose the correct one from the drop down list and choose Associate.

10. You will see your current information. **Please take a moment to confirm that the numbers and email are yours and how you want to receive the messages (voice or text or both).** Once you do this, you will see the list of your contact information. If you have chosen any text options, you will receive a text message that confirms you have opted-in to receive messages via text.

**All families are required to receive emergency messages so you will notice you are unable to edit these contacts.**

*If there are errors you can make changes in the next screen.*

- Once you see the list of devices, click on the number to make changes. Make sure to save!
- To add a new device, click Add Device and follow the prompts.
- If you have multiple children, you repeat this step by clicking **Find Contacts** and entering the next code.
- **Finally, we ask that you add your current address to the system. Add Device, choose Address as the device, and enter the appropriate information.**

You can login to SJS Connect at any time to make changes or update your information.

If you would like to look at the manual for using SJS Connect, this can be downloaded from our Web site. Go to the "For Parents" navigation, choose the page "SJS Connect" and on the right side, there is a link to the **Parent Portal User Manual.**

If you have multiple children, you should only receive messages one time (on each device that is setup), as the system checks for duplicate email and phone number before sending. If you get duplicate messages, please contact [dimestico@stjosephholbrook.com](mailto:dimestico@stjosephholbrook.com)

If you have any questions specific to SJS Connect, please contact Christine at [dimestico@stjosephholbrook.com](mailto:dimestico@stjosephholbrook.com).

As always, if you have concerns regarding anything at school, please feel free to contact the school office at anytime!