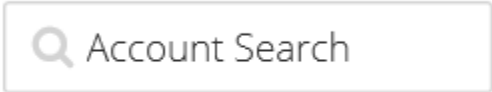


How to add additional email/phone numbers to Blackboard Notifications

<https://phoenixtalent.parentlink.net/>

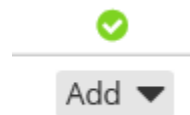
After you have logged in in the upper right hand corner there is an account search.



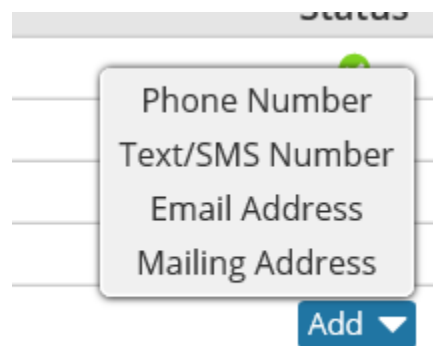
A rectangular input field with a magnifying glass icon on the left and the text "Account Search" inside. The field is outlined in gray and sits on a light gray background.

Click in the box and do a search for last name for your student. When you hit enter it will populate a list of matching names. Click on the name you want to add email/phone to.

Under Deliver addresses you will see a button in the lower right hand that looks like this.



Click on Add and select one of these options from the list.



After you have finished adding your numbers or emails. Click on Save in the lower right hand corner.

Viola!