

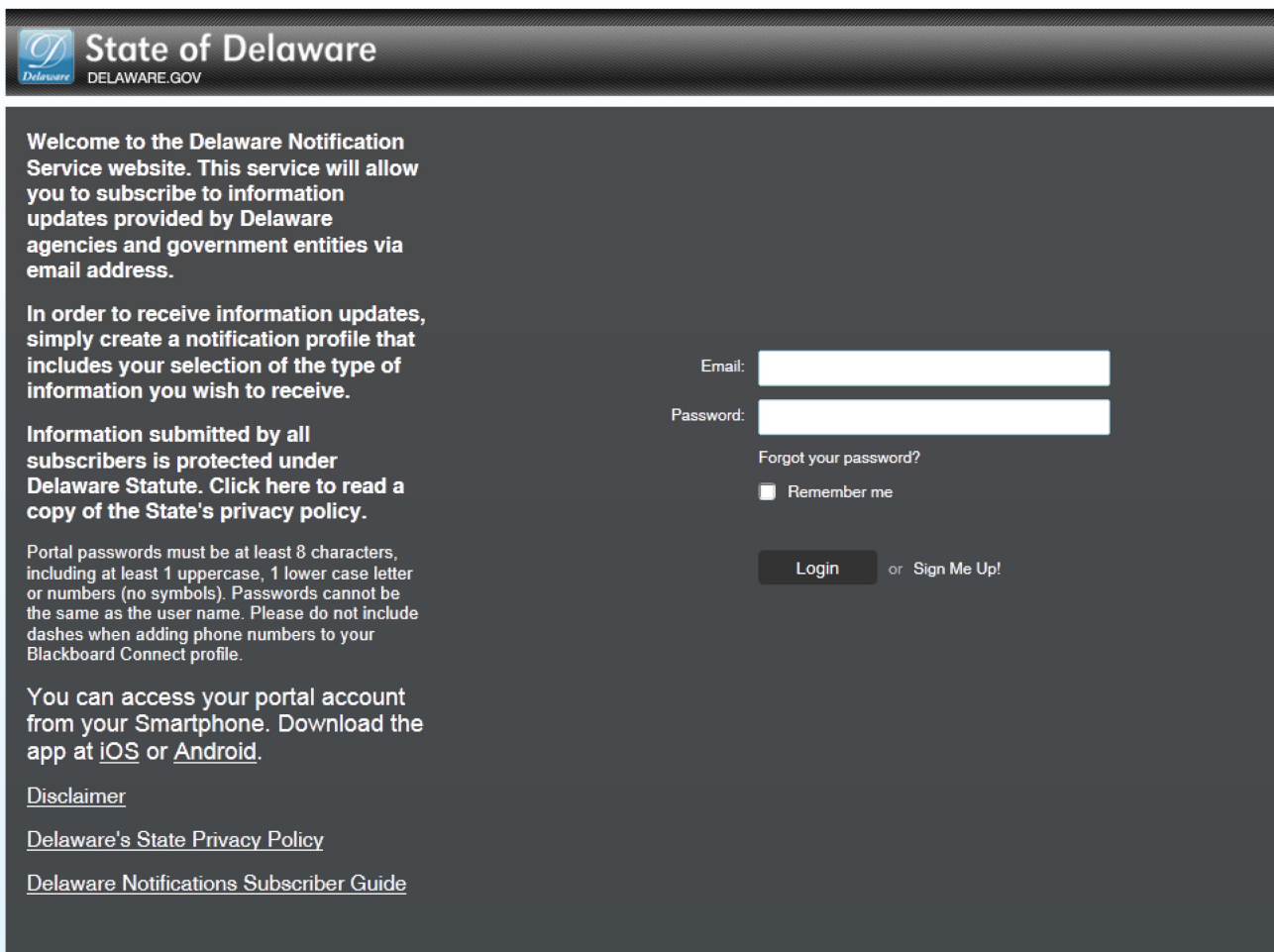
How to subscribe to Announcements from the Delaware Public Archives

Click on the link below to access the Delaware Notification System portal. You may also paste the link into your web browser.

<https://denotificationservices.bbcportal.com/>

Once you are on Delaware Notification System webpage, you will be provided with two options:

1. Individuals **with** a notification account may log in
2. Individuals **without** an account must select “Sign Me Up!” to become a registered user



The screenshot shows the login page for the Delaware Notification System. At the top, there is a header with the Delaware state logo and the text "State of Delaware" and "DELAWARE.GOV". Below the header, the page has a dark background with white text. On the left side, there is a welcome message: "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." Further down, it states: "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 provides password requirements: "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, there are links for "Disclaimer", "Delaware's State Privacy Policy", and "Delaware Notifications Subscriber Guide". On the right side, there is a login form with two input fields: "Email:" and "Password:". Below the "Password:" field, there is a link "Forgot your password?" and a checkbox labeled "Remember me". At the bottom right, there is a "Login" button and a link "or Sign Me Up!".

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.

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](#).

[Disclaimer](#)
[Delaware's State Privacy Policy](#)
[Delaware Notifications Subscriber Guide](#)

Email:

Password:

[Forgot your password?](#)

☐ Remember me

or [Sign Me Up!](#)

Once logged in, please comply with the following steps in sequence, allowing for a slight delay with the site processing your selections:

1. Select the manner in which you would like to be notified and your language preference

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

rodney.carson@state.de.us
E-mail Address

Language Preferences ⓘ

English Save

Next

2. Set your Subscriptions. Scroll down the page until you reach PUBLIC ARCHIVES
 - Scroll down to “Records and Information Management” and click the icon to expand your choices
 - Select the box(es) that apply to your organization (State or Local Agency)

📁 PUBLIC ARCHIVES

Please tell us about yourself. ⓘ

I am a ☒ Resident (I live here) ☐ Business (I work here) ☐ Other

- ☒ AR_DPA HOLDINGS ANNOUNCEMENTS
- ☒ AR_ONLINE RESEARCH SERVICES ANNOUNCEMENTS
- ☒ AR_SPECIAL EVENTS ANNOUNCEMENTS

📁 RECORDS AND INFORMATION MANAGEMENT


Please tell us about yourself. ⓘ

I am a ☒ Resident (I live here) ☐ Business (I work here) ☐ Other

- ☒ AR_Local Government Agencies
- ☒ AR_Public and Charter Schools
- ☒ AR_State Government Agencies

- ▶ ☐ PUBLIC HEALTH AND SAFETY - SEX OFFENDER NOTIFICATIONS
- ▶ ☒ REGULATORY INFORMATION
- ▶ ☐ DNREC-MOSQUITO CONTROL

3. Then scroll to the very bottom of the page and select "Save"
4. Verify your selections by clicking on the My Subscriptions tab



State of Delaware

DELAWARE.GOV

Contact Info




Subscriptions

My Subscriptions




Manage Subscriptions

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

PUBLIC ARCHIVES

AR_DPA HOLDINGS ANNOUNCEMENTS	✓			 edit
AR_ONLINE RESEARCH SERVICES ANNOUNCEMENTS	✓			 edit
AR_SPECIAL EVENTS ANNOUNCEMENTS	✓			 edit

RECORDS AND INFORMATION MANAGEMENT

AR_Local Government Agencies		✓			 edit
AR_Public and Charter Schools	✓	✓	✓		 edit
AR_State Government Agencies		✓			 edit