

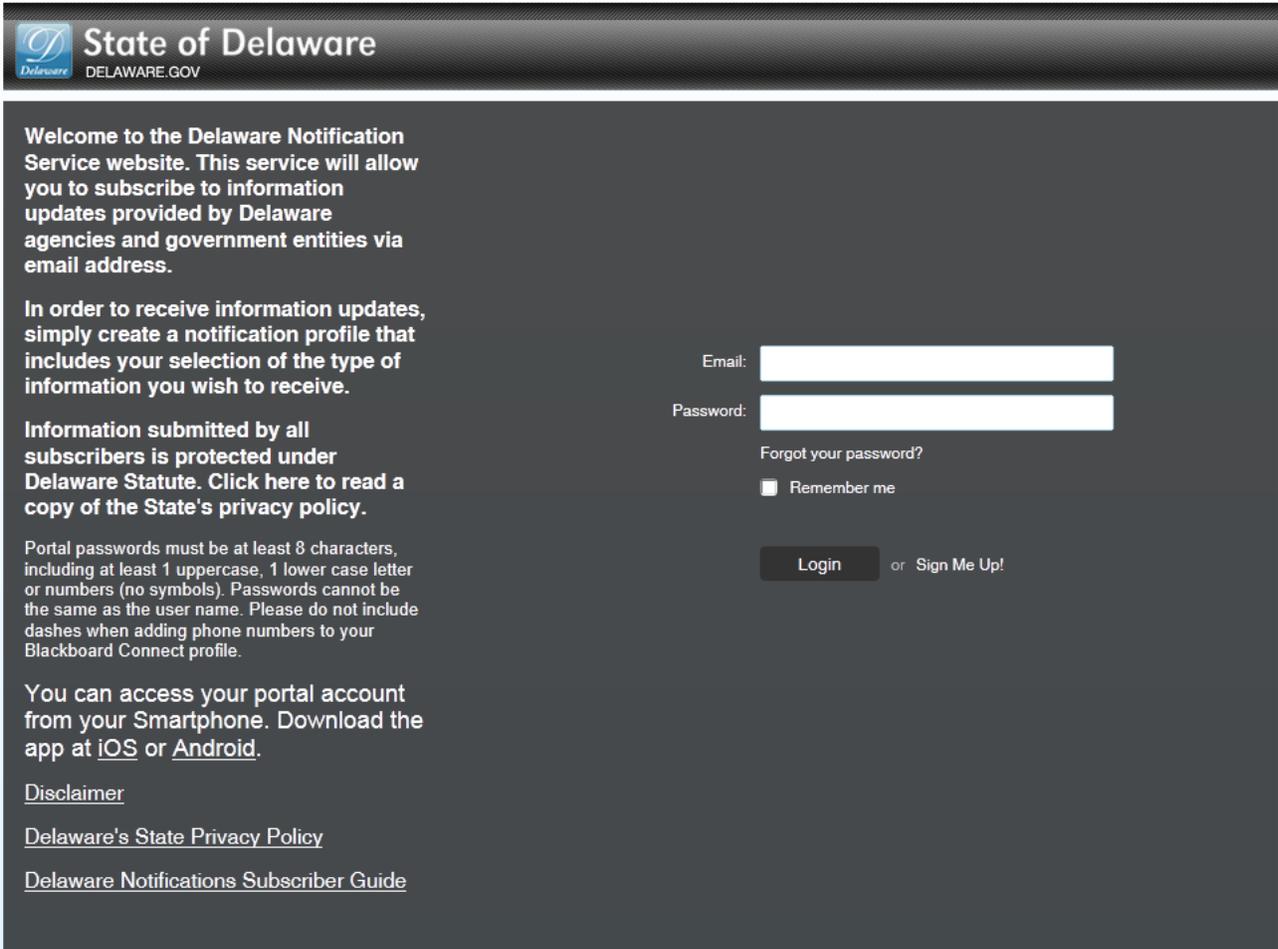
## How to subscribe to Announcements from the Delaware Public Archives

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 left is the State of Delaware logo and the text "State of Delaware DELAWARE.GOV". The main content area has a dark background with white text. It includes a welcome message, instructions on how to create a notification profile, a privacy policy notice, and a password requirement notice. On the right side, there are input fields for "Email:" and "Password:", a "Forgot your password?" link, a "Remember me" checkbox, and a "Login" button. Below the "Login" button is a link for "Sign Me Up!". At the bottom left, there are three links: "Disclaimer", "Delaware's State Privacy Policy", and "Delaware Notifications Subscriber Guide".

**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

The screenshot shows a three-step progress bar at the top: 'Tell Us About Yourself' (Step 1), 'Set Your Subscriptions' (Step 2), and 'Set Your Preferences' (Step 3). Below the progress bar, a message reads: 'Let us know how you would like to be reached. You may provide up to 10 phone numbers, 10 email addresses, and 5 addresses.' There are three buttons: 'Add Address' (with a location pin icon), 'Add Email' (with an envelope icon), and 'Add Phone' (with a mobile phone icon). Below these buttons, an email address 'rodney.carson@state.de.us' is listed with an envelope icon and the label 'E-mail Address'. A section titled 'Language Preferences' features a dropdown menu set to 'English' and a 'Save' button. At the bottom right, there is a 'Next' button.

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](#)

I am a  Resident  Business  Other

- AR\_DPA HOLDINGS ANNOUNCEMENTS
- AR\_ONLINE RESEARCH SERVICES ANNOUNCEMENTS
- AR\_SPECIAL EVENTS ANNOUNCEMENTS
- AR\_THIS DAY IN DELAWARE HISTORY ( SENT DAILY )

Records and Information Management

Please tell us about yourself. [i](#)

I am a  Resident  Business  Other

- AR\_Local Government Agencies
- AR\_State Government Agencies

3. Then scroll to the very bottom of the page and select “Next”

4. Verify your selections

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
AR_THIS DAY IN DELAWARE HISTORY ( SENT DAILY )	✓	edit
RECORDS AND INFORMATION MANAGEMENT		
AR_Local Government Agencies	✓	edit
AR_State Government Agencies	✓	edit

Scroll to the bottom of the page and select “Done “