

Blackboard Help

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Listing Migration

This topic explains the process of creating Google™ Play and iTunes® developer accounts, transferring administrative access to the team at Blackboard, and transferring ownership of that app to your new developer accounts.

Google and Apple frequently change their sign up process. While we do our best to keep these instructions up-to-date, you may have a different experience than our instructions state. In these cases, please reach out to listingmigration@blackboard.com for assistance.

➔ [More on why this change is taking place, as well as frequently asked questions](#)



For additional assistance, please send an email to the Blackboard listing migration team.

Before you begin

Please have these items available before you begin the process. This ensures a smooth sign-up experience.

- A credit card
 - Google charges a one-time \$25 fee
 - Apple charges an annual \$99 fee unless you can get the fee waived
 - The zipcode for the credit card is needed
- Your organization's D-U-N-S® identification number and legal entity name.
 - What is a D-U-N-S number? Visit [Apple support information page about the D-U-N-S number](#) to learn more.
 - Your business administrator or finance personnel may know your D-U-N-S number. If not, then you can [request your D-U-N-S number from the Apple support D-U-N-S number page](#).
- Your organization's EIN/Tax ID
 - Who do I ask for a EIN/Tax ID? Your business administrator or finance personnel may know.
- Access to iCloud on the enrollees device.
 - You must have access to iCloud in order to enroll in the Apple Developer Program. This means that the individual that will be signing up must have an Apple device (iPhone,

iPad, Apple Watch, Apple TV, or Mac) or have both iCloud and iTunes download on their PC.

- Visit the Apple site to find [more information on setting up iCloud](#)
- Visit the Apple site to [download iCloud for PC](#)
- Visit the Apple site to [download iTunes for PC](#)



It is critical to read and follow the instructions in their entirety. Deviating from the process will result in complications that are difficult to resolve.



Before continuing, make sure that you have the legal authority to bind your organization to legal agreements. You must be the organization's owner/founder, executive team member, senior project lead, or have legal authority granted to you by a senior employee.

Overview

1. Set up your Google Play Developer account
 1. Create a new Google Account
 2. Register for a Google Play Developer Account
2. Set up your iTunes Developer account
 1. Create Apple ID
 2. Begin enrollment in the Apple Developer Program
 3. Finish enrollment in the Apple Developer Program
3. Invite to accounts
 1. Give Blackboard admin access to your Google Play Developer Account
 2. Give Blackboard admin access to your Apple Developer Account
 3. Give Blackboard admin access to your App Store Connect Account
4. Request app transfer
5. Accept ownership of the apps




You will set up various accounts during this process. This requires things like birthdays, security questions, etc. It is imperative that you write down all account information and keep it safe! Losing the ability to access accounts can have serious consequences.



Write this down: *Some information is needed so you can submit the form at the end. Whenever you see this "Write this down" tip, record the information to use when submitting the transfer request form at the end of this process..*

Set up your Google Play Developer account

Step 1: Create a new Google Account

-  *This gmail account should be a generic account that can be shared as needed with others in your organization. If your organization uses Google Apps for Education, G Suite or a Google-hosted domain, then create your generic email address within the domain (note: it cannot be an alias).*

Go to the [Create a new Google Account](#) page to create your account.

Step 2: Register for a Google Play Developer Account

1. Make sure you are signed into the [Google Account](#) you created in step 1, and go to the [Google Play Developer Signup](#) page.
 - Make sure that you are logged in with the correct Gmail address. Look under the “Signed in as. . . ” section.
2. Follow Google's signup process. Please use this information where applicable.
 - **Developer name:** Use the full name of your organization. If it is not available, use a recognizable name that is easily searchable. For example, “Nebo School District” should become “Nebo SD” as opposed to “NSD”. This displays as the “Developer Name” on your app listing.



Write this down: *Developer name*

- **Email address:** The email used in this field is for receiving notifications about your app(s) and marketing materials from Google. Use an email address that you check frequently. You will receive notifications from Google about your app via this email address. This will NOT be displayed on your app listing.
3. Your **Registration Transaction ID** is sent by email to the email address used to register for the Google Developer account. It is critical to write this down and keep it safe.
 - The ID is typically formatted in one of three ways:
 - 01234567890123456789.token.0123456789012345 , or
 - 0.G.123456789012345 , or
 - registration-1234ab56-7c89-12d3-4567-8e91234567f8
 - If you cannot find your registration transaction ID, then contact Google by logging into Google Play Developer console and clicking the question mark at the top right. The two options are by Email or Live chat. They can give you this ID if you provide them with the last 4 digits of the card used to pay the fee.



Write this down: *Registration Transaction ID*



It may take several days to receive the email with the Registration Transaction ID



Setting up your Apple Developer account:

Step 1: Create a new Apple ID



If you already have an Apple ID, please move to step 2.



The Apple ID must be tied to an individual. It cannot be generic.

1. Go to the [Apple ID Creation Page](#).
2. Follow the signup process. Please use this information where applicable.
 - **Email address:** Use the same email you used to set up your Google Play Developer account.
3. Your **Apple ID** is sent to the email that registered the account. You need this ID later, so save it somewhere where it can easily be accessed.



Write this down: Apple ID

4. Set up two-factor authentication for your apple ID. This is required to enroll in the Apple Developer program. Go to the [Two-factor authentication for Apple ID page](#), scroll down to “Set up two-factor authentication for your Apple ID” and follow the instructions.
 - If you do not have an Apple device, log into iCloud with your Apple ID and password and turn on web-only access to Notes, Contacts, Pages, Numbers, and Keynote. Do this before logging into the local version of iCloud and iTunes.
 - If you have difficulties with two-factor authentication, please go to Apple’s [If you can’t sign in with two-step verification using your Apple ID](#).
 - If difficulties persist, you need to contact Apple support directly. You may do so by going to [Apple’s support page](#) and following this navigation:
 - Under *Talk to us* select *Get help*.
 - Select *Apple ID*.
 - Select *Other Apple ID Topics*.
 - Select *This topic is not listed*.
 - Describe your issue and select *Continue*.
 - Continue to follow instructions.

Step 2: Begin enrollment in the Apple Developer Program



Apple requires verification to set up new developer accounts. If you have any questions about this, read through [Apple's verification page](#).



This page can time out if open for too long. If you receive an error, try again.

1. Go to the [Enrollment Page](#) sign in with your Apple ID. Follow the signup process. Please note these specific items as you're moving through the signup process.
 - o **Entity Type:** Accredited Educational Institution
 - o **Legal Entity Name:** This must be what is attached to the D-U-N-S Number
 - o If you selected *My organization has given me the authority to bind it to legal agreements* to the question *Authority to Sign Legal Agreements*, you are asked to provide the contact information for someone who can verify your signature authority.
 - o **Membership Fee Waiver:** Select *Yes, I would like to request a fee waiver*

Before continuing, make sure that you have the legal authority to bind your organization to legal agreements. You must be the organization's owner/founder, executive team member, senior project lead, or have legal authority granted to you by a senior employee.



After completing your enrollment application, it may take up to 24 hours for it to be processed and approved. Apple may contact you for additional verification.



This is a waiting point. Do not move on until your application has been approved by Apple.

Step 3: Finish Enrollment in the Apple Developer Program

Once you receive the confirmation email from Apple, your enrollment is complete. If you did not apply for the waiver, or it was not approved, you will need to pay the \$99 USD fee at this time. If you are unsure whether you applied for the waiver or not, go to the developer site to [submit the waiver](#). You need your organization's EIN/Tax ID for this.

Select *Membership* on the left side of the page, and write your Team ID somewhere where it can easily be accessed.



Write this down: Team ID

Invite to accounts

Give Blackboard admin access to your Google Play Developer Account

1. Sign in to your [Play Console](#).

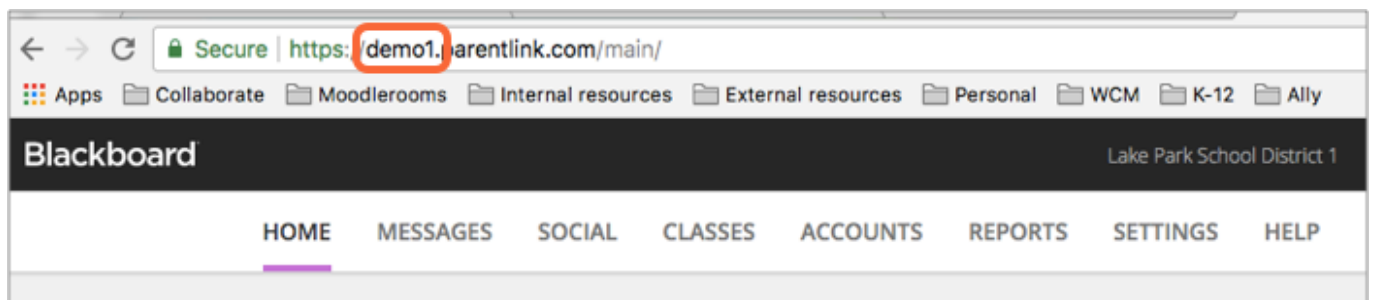
2. Select *Settings*.
3. Select *Developer Account* and *Users and permissions*.
4. Select *Invite new user* and follow the onscreen instructions to add `apps@parentlink.net`
5. Use the "Role" selector to select *Administrator*.
6. Select *Send Invitation*.

Give Blackboard admin access to your Apple Developer Account

1. Go to the [Apple Developer](#) site.
2. Select *Account*.
3. Log in using your Apple ID credentials created in Step 1.
4. Select *People*.
5. Select *Invite People*.
6. In the *Invite as Admin* field type this email address: `[your BbComm Domain]@mobileapp.team`



Your BbComm Domain can be found by logging in to where you send messages/customize your app. Select the portion of the url after the "https://" and before ".parentlink". For example, if your URL is "https://demo1.parentlink.com", copy "demo1".



Give Blackboard admin access to your App Store Connect Account

1. Log in to [iTunes connect](#).
2. Select *Users and Roles*.
3. Select the plus (+) button next to *User* to add a user.
4. Add a user with this information:
 - o **First name:** Miteam
 - o **Last name:** Blackboard
 - o **Email:** `[your BbComm Domain]@mobileapp.team`
5. Select the *Admin* checkbox and select *Next*.
6. For *App Status Reports*, select *All Territories*.
7. Select *Save*.

i. Select **Save**.

Request app transfer

Please fill out the [Requesting App Transfer Form](#) Google form to request your app.



We will process your request within 3 business days of receiving your submission.



This is a waiting point. You will be contacted when the app has been transferred to you. Do not move on until you receive this notification.

Accept ownership of your apps

While the Google Play listing is transferred to you without any action on your part, the Apple iTunes listing requires you to take additional action in order to accept. You'll receive a notification from Apple when your app is ready to accept.



If you are not able to accept the app, you most likely need to accept the paid applications agreement. To do so, sign in to Apple Developer and follow the prompts. Then sign in to App Store Connect, navigate to “Agreements, Tax, and Banking” and accept the agreement there. Once both are completed you can accept the app.

1. Log in to [iTunes connect](#).
2. Select “*Agreement, Tax and Banking*”.
3. Select *Review* under the *Contracts In Process* section.
4. Type this information where applicable:
 - o **Support URL:** <https://help.blackboard.com>
 - o **Marketing URL:** <https://www.blackboard.com>
 - o **Privacy policy URL:** <http://www.blackboard.com/legal/privacy-center.html>
 - o **App Review contact information:** Blackboard Apps, 1 (800) 829-8107, apps@parentlink.net
 - o **App Store contact information:** Please use your own organization's information here.
 - o **Company Name:** Please use your own organization's name.

