

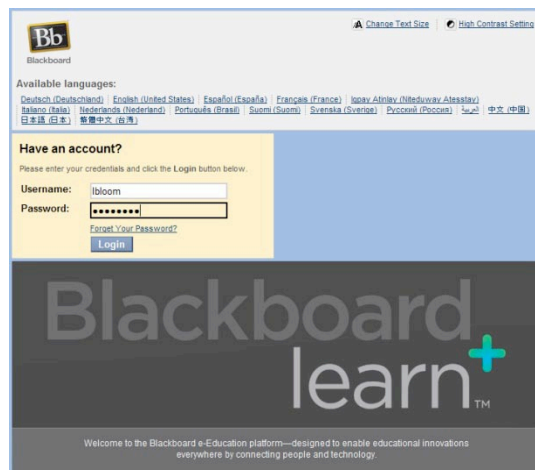
## BLACKBOARD INITIAL LOGIN INSTRUCTIONS

Blackboard is an on-line course management system that allows University of the South students to access course materials, receive assignments, collaborate with professors and peers, submit papers, and much more via a standard web-browser. This document will provide you with essential information on how to access your Blackboard account, navigate to your on-line course, and change your password.

All you need to access the Blackboard system is a computer connected to the Internet and a standard web-browser, such as Internet Explorer, Firefox or Safari. We will use pictures from Internet Explorer running on a windows machine as examples – but the interface should be the same for any modern browser you choose to use. The Blackboard address you will use for all your courses is the following:

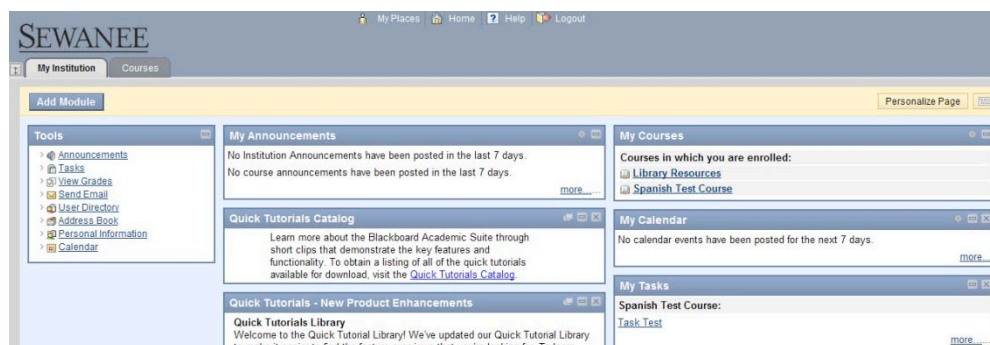
<http://blackboard.sewanee.edu>

After typing the above address into your web browser, you will be brought to this log-in screen:

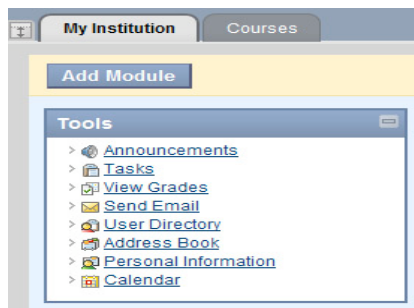


Your Blackboard account is already set up – **your username is the first part of your Sewanee e-mail address. Your initial password for first-time login will be your school ID.**

For our example, Leopold Bloom, has an email address of [lbloom@sewanee.edu](mailto:lbloom@sewanee.edu) and a Student ID of C00315683 – his login name will be lbloom and his password will be C00315683. Please note that your username will have no capital letters. A successful login will bring you to your Blackboard portal page:



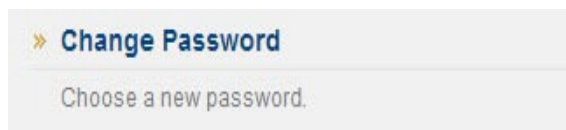
You should be automatically enrolled into your instructor's course: as such the upper-right box, 'My Courses,' will list your current Blackboard enrollments – a simple click on a course title will bring you *into* that particular course (you may also view your enrollments by clicking the 'courses' tab in the upper-left hand corner of the portal page). As the semester progresses the other boxes on the portal page will serve as a common posting ground for your Blackboard needs. The portal page posts relevant announcements, deadlines and tasks for any Blackboard courses you are enrolled in.



Before you explore any of your classes it is highly recommended that your first order of business is to change your account password – failure to do so will jeopardize your personal information and your performance in your Blackboard courses.

Changing your password is quite simple To initiate this process, look toward the left hand side of the portal page and click the 'Personal Information' link under the Tools menu.

After clicking 'Personal Information' you will want to navigate to the Change Password link, where you will be asked to change your password and retype that new password for verification.



\* Indicates a required field.

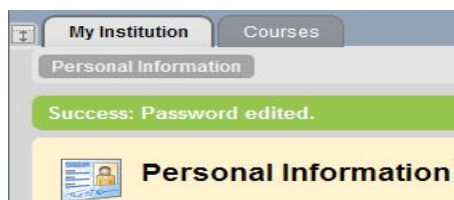
**1. Change Password**  
 Complete this form to change the password.

\* Password

\* Verify Password

For security reasons your new password should contain both letters and numbers. Please do not use birth dates or any other source of information that could be accessible by the public. **Under no circumstances should you tell anyone your new password.**

Once you are satisfied with your new password, hit the submit button situated on the lower right part of the web page:



After pressing the submit button you will be brought to a final validation page – if it says that your new password was successfully edited, the password was accepted.

You may now go back to your portal page by pressing the 'My Institution' tab in the upper left hand corner.

Congratulations! You have finished the initial steps for using your new Blackboard account. Your instructor will demonstrate the tools for his/her course and assist you in any problems you may have with their curriculum. If you have questions about non-course related Blackboard issues, your residential computer consultant, or RCC, will be more than happy to assist you.