

Accessing Blackboard Student Instructions

Getting Started

1. Go to <http://nazareth.blackboard.com>,
OR
Go to <http://www.naz.edu>, click on **Quick Links** and then on **Blackboard Courses**.
2. The Nazareth College Blackboard entry page will appear. At the left, click **Login**.
3. The Nazareth College Blackboard Login screen will appear. All registered students have Blackboard accounts automatically generated for them. Your username and password follow the scheme noted below:

USERNAME: First letter of first name, first six letters of last name, last digit of Student ID.

For example, Ray Smith with a Student ID # 0768546 would have a user name of "rsmith6". NOTE: A few students, due to duplicate Usernames, have to follow a slightly different Username scheme. If you have trouble logging into the system, try a Username with the following scheme: First letter of first name, first **five** letters of last name, last **two** digits of Student ID. If this does not work, please contact your professor.

PASSWORD: First three letters of last name, last four digits of Student ID.

For example, Ray Smith's password would be "smi8546". NOTE: If you forget your password, you can click on the "Forgot your password?" link on the Login screen. After you fill in the requested information, an email will be sent to you, through the email address listed in Blackboard, detailing how to change your password.

Type in your **Username** and **Password** and click **Login**.

4. A list of the courses you are enrolled in will appear. Click on the course you would like to access.
5. At any time you may see the list of courses you are enrolled in by clicking the "Courses" tab at the top of the Blackboard screen.
6. When you are finished using Blackboard, click on "Logout" at the top of the Blackboard screen.

Changing Your Password

To change your password, once logged into Blackboard, do the following:

1. Access a course you are enrolled in by clicking on the course link.
2. Click on **User Tools**
3. Click on **Personal Information**
4. Click on **Password**
5. Follow the directions on the screen

A Note About Email Addresses in Blackboard

All student email addresses in Blackboard are Nazareth email accounts. Messages from instructors and students sent via email through Blackboard will go to this Nazareth account. If you regularly use a non-Nazareth email account, you will need to access your Nazareth account for schoolwork, or have your Nazareth email forwarded to your alternate account. If you need to forward your email, stop in the User Support Center (Smyth 85) to complete the appropriate paperwork. You are responsible for changing the forwarding information if you change email accounts in the future.