

Blackboard (Bb) is a web-based “course management system” that enables you, your classmates, and your professor to build and participate in an online, interactive learning environment. Bb can be used to enhance learning in classroom-based courses and distance learning courses. Your professor will let you know if he or she is using Bb in your course.

The instructions below tell you: how to get your Bb password and how to login to Bb, what you can do if you lose or forget your password, how to check your computer for Bb compatibility, what you should do as soon as possible after entering Bb, and how to get help using Bb in your Biola courses.

## How do I check my computer for Blackboard compatibility?

Before logging onto Bb, we recommend you check that your computer has an up-to-date web browser and the plug-ins you’ll need while using Bb. If you’re using the Biola computer labs, you’re good to go. Otherwise, go to [http://browsertuneup.pearsoncmg.com/browser\\_tuneup.html](http://browsertuneup.pearsoncmg.com/browser_tuneup.html) to check your current setup, and get the plug-ins you need. (NOTE: This website is from Pearson Education and makes no mention of Bb, but it will automatically test your computer and browser for Bb compatibility.)



## How do I get my Blackboard password?

If you are enrolled in courses at Biola, an account has already been created for you. The username is your Biola ID number (no leading zeros), and you can find the password on the Biola Portal. Login to the Portal at <https://portal.biola.edu/portal> and click on the **Password** button near the top of your Portal page. Then click on the **Blackboard Password** tab to see your initial password. You’ll also see instructions for changing your initial Bb password to a personalized Bb password. We recommend you change it to your Portal password so it’s easy to remember.

## How do I login to Blackboard?

1. Go to <http://biola.blackboard.com> and click on the **Login** button (or click **Blackboard** on the top of your Portal page.)
2. Type your Biola ID number (no zeros) into the **Username** field.
3. Type your Blackboard password into the **Password** field.
4. Click the **Login** button and you’re in!

## What should I do first?

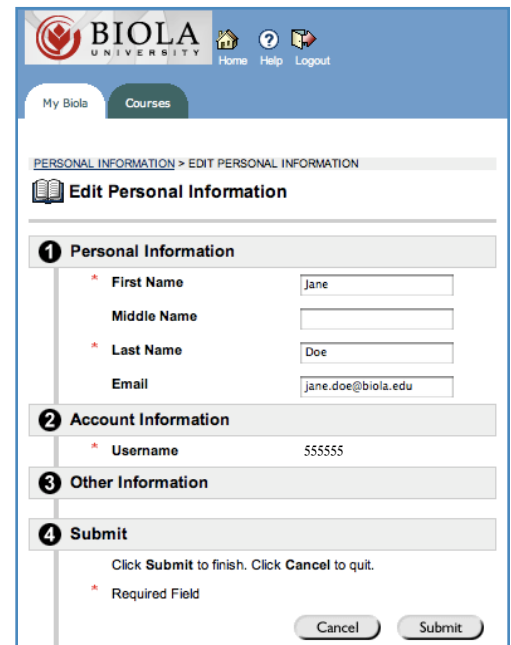
1. If you haven’t already done so, change your password from the initial one to a personalized password (again, we recommend changing it to your Portal password). You can do this easily by clicking on the **Personal Information** link in the Tools sidebar of Blackboard (on the left), then **Change Password**. Enter your personalized password in both fields, then click **Submit**, and you’re done.
2. **IMPORTANT:** Make sure your name is correct in the system, and enter your preferred email address. You can do this in the **Edit Personal Information** section after clicking the **Personal Information** link. Adding your email address allows you to recover your password if you forget, and facilitates course communication.

## What if I forget my Blackboard password?

- If you haven’t changed your initial password to a personalized password, simply log into the Portal and view your initial password again.
- If you have set up a personalized password and have entered an email address in your **Blackboard Personal Information** page, simply go to the Bb login page, click **Forgot Password?** and follow the instructions.

## What if I need help using Blackboard?

- The Blackboard Student User Manual is available online. To access the manual, enter Blackboard, open any course on your **Course List**, and click the **Tools** link. Or from outside of Blackboard visit: <http://library.blackboard.com/docs/r6/6%5F1/student/bbls%5Fr6%5F1%5Fstudent>
- For questions about using Blackboard in a course, please see your professor.



BIOLA UNIVERSITY Home Help Logout

My Biola Courses

PERSONAL INFORMATION > EDIT PERSONAL INFORMATION

**Edit Personal Information**

**1 Personal Information**

\* First Name Jane

Middle Name

\* Last Name Doe

Email jane.doe@biola.edu

**2 Account Information**

\* Username 555555

**3 Other Information**

**4 Submit**

Click **Submit** to finish. Click **Cancel** to quit.

\* Required Field

Cancel Submit