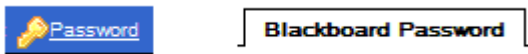


# Welcome to Blackboard at Biola – For Students

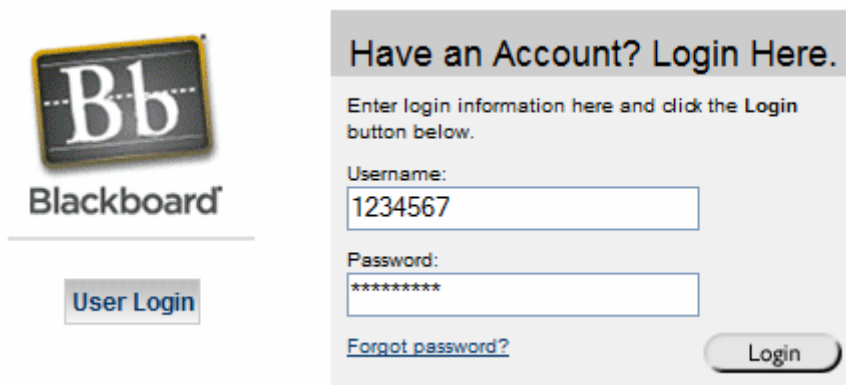
Some instructors at Biola use Blackboard to post grades, provide documents online, or have online class discussions. This document tells you how to use Blackboard at Biola.

## Logging In, Passwords

A Blackboard account has already been created for you. The username is your student ID number, and you can find the initial password on the Biola Portal site, which is <https://portal.biola.edu/Portal>. Log in to the Portal and then click on the **Password** icon at the top, then on the **Blackboard** tab. These icons look like this:



Once you know your username and Blackboard password go to <http://biola.blackboard.com/> and click the **User Login** button, then fill in your account information and click **Login**:



We assigned you an initial password like JCLA1234 for James Clark with Social Security number 123-34-1234, using your first initial, first 3 letters of your last name, and the last four digits of your social security number. (If you have no social security number, use the month and year of your birth, like 1289 for December 1989; If your last name is shorter than 3 letters, use your whole last name, like JOH1234 for John Oh). The Portal only displays your initial Blackboard password, not your new password if you've changed it already.

If you are having trouble figuring out your password, click "Forgot password?". Remember: your "Username" is your Biola ID number. This will email you a link to change your password (probably to your BUBBS email account). Still can't figure it out? Call the IT HelpDesk at x4740 or (562)903-4740.

To avoid having to click "User Login" each time, we recommend saving a bookmark to <http://biola.blackboard.com/webapps/login/>

## Change Your Password

To change your password, click "Personal Information" then "Change Password":



We recommend you change it to your Portal password or BUBBS password so it's easier to remember.

## Questions? Need Help?

The Biola HelpDesk can help you with passwords & log in issues. Their hours are usually 8:00am-5:00pm weekdays, x4740 or 562-903-4740. See the Help Desk web site at: [biola.edu/admin/computersupport](http://biola.edu/admin/computersupport)

For class-specific questions, contact your instructor.

You may also contact Matthew Weathers, a Blackboard Administrator, via BUBBS or leave voicemail on Biola's Blackboard 24-hour help line at (562) 322-7427.