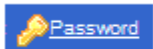


Welcome to Blackboard at Biola

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

We create a Blackboard account for every instructor and student officially registered in a Biola class. Your username is your Biola 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 log in: <http://biola.blackboard.com/>

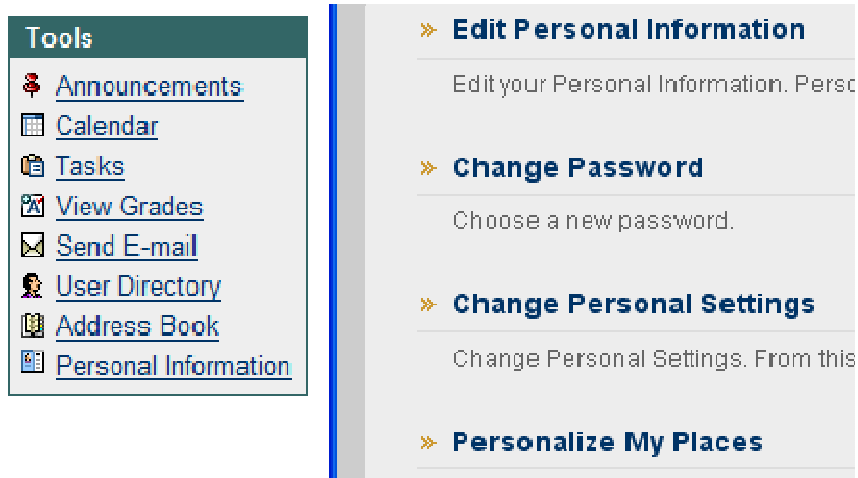
A screenshot of the Blackboard login page. On the left is the Blackboard logo (Bb) and the word "Blackboard". The main area has a yellow background with the heading "Have an account?". Below this is the instruction "Please enter your credentials and click the Login button below." There are two input fields: "Username:" with the value "1234567" and "Password:" with a masked password of "*****". Below the password field is a link "Forget Your Password?". At the bottom is a blue "Login" button.

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 "Forget your 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.

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

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.