

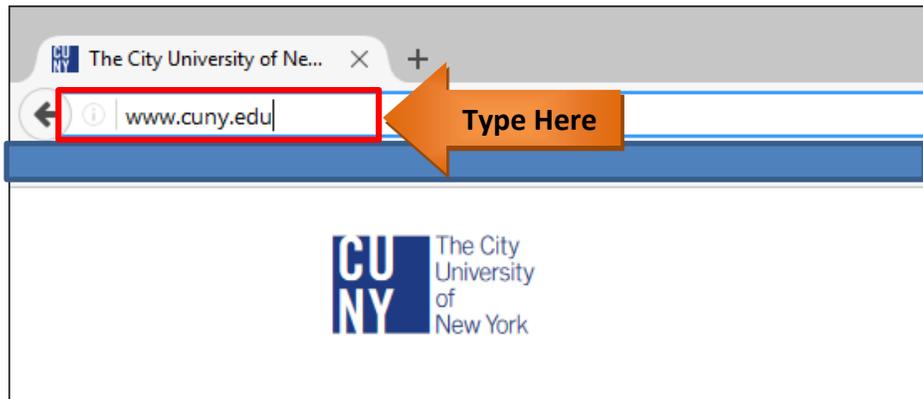
Blackboard 9.1 Frequently Asked Questions

1: What do I need to do to enter Blackboard for the first time?

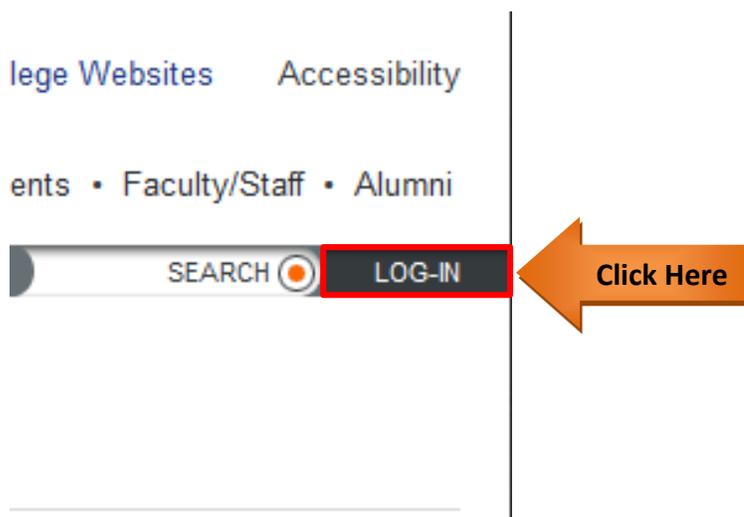
If you are a CUNY student, faculty or staff member, a Blackboard account has been reserved for you. Before using it, you must first set the account up, specifying your account preferences. Blackboard is accessed through the **CUNY Portal**.

To set up or verify your CUNY Portal account

Step 1: In your web browser, navigate to www.cuny.edu



Step 2: Click the Portal **Log-in** link on the right of the page.



Step 3: For your one-time account set up, click on [Register for a New Account](#) >> link

The screenshot shows the CUNY Portal Log-in / Citizen CUNY page. At the top, there is a navigation menu with links for ABOUT, ACADEMICS, ADMISSIONS, FINANCIAL AID, RESEARCH, NEWS/EVENTS, LIBRARIES, and EMPLOYMENT. Below the menu, there is a 'Welcome >> Portal Log-in / Citizen CUNY' section. On the left, there are links for Help, Portal FAQs, and Email / Contact Us. The main content area is titled 'PORTAL LOG-IN' and contains a message for CUNY Applicants: 'to fill out an online application please register for a CUNY P account, sign in below:'. Below this message, the 'Register for a New Account >>' link is highlighted with a red box and an orange arrow pointing to it with the text 'Click Here'. There are also input fields for Username and Password, and a Log-In button.

Step 4: You will be given several options. If you are a faculty, click on **Faculty**.

The screenshot shows the CUNY Portal Log-in / Citizen CUNY page with the 'NEW USER REGISTRATION' section. The page asks the user to 'Please select the option that best describes your current role within'. There is a table with the following options:

Applicant	I am applying for admission to a CUNY college.
Faculty	I am currently a faculty member at a CUNY college.
Staff	I am currently employed by one of the colleges or the university.
Visitor	I have no current affiliation with the university.
Alumni	I am a graduate of one or more CUNY colleges.
Cont Ed	I am a continuing education student.
Current Student	I am currently enrolled as a student at a CUNY college.

The 'Faculty' option is highlighted with a red box and an orange arrow pointing to it with the text 'Click Here'. There is also an image of a pen and paper on the left side of the page.

Step 5: On the user validation screen, enter your last name (case not important), your 9-digit Faculty ID number [Social Security number] and your birth date. Click the **Next** button.

The screenshot shows the CUNY Portal Log-in / Citizen CUNY page with the 'VALIDATION' section. The page asks the user to 'Please verify your information: if you are a student, faculty, or staff member and are unsure of your username or registered e-mail address, re-validate your account by entering your confidential information below:'. There are input fields for First Name, Last Name, Social Security Number, and Date of Birth. The 'Next >>' button is highlighted with a red box and an orange arrow pointing to it with the text 'Click Here'. There is also an image of a lock on the left side of the page.

Validation Tips
 Transmitting information on the registration page is performed using secure encryption protocols. When creating a CUNY Portal account the social security number you provide must match the number on file in our University's student or human resource information systems. You are only asked to provide your confidential information to validate your account for Portal access. We do not store it outside our existing systems. If you are experiencing difficulties registering please contact your college help desk or personnel office to assist you.

Step 6: On the following screen confirm that the information you have entered is correct. Click **Confirm** if correct data is entered. If you made a mistake, click **Cancel** and re-enter your information.



ABOUT ACADEMICS ADMISSIONS FINANCIAL AID RESEARCH NEWS/EVENTS

Welcome >> Portal Log-in/Citizen CUNY

Portal Log-in/Citizen CUNY

[Help](#)

[Portal FAQs](#)



REGISTRATION

Please verify your information:

First Name:	
Last Name:	
Social Security Number:	xxx-xx-
Date of Birth:	..
Confirm	
Cancel	



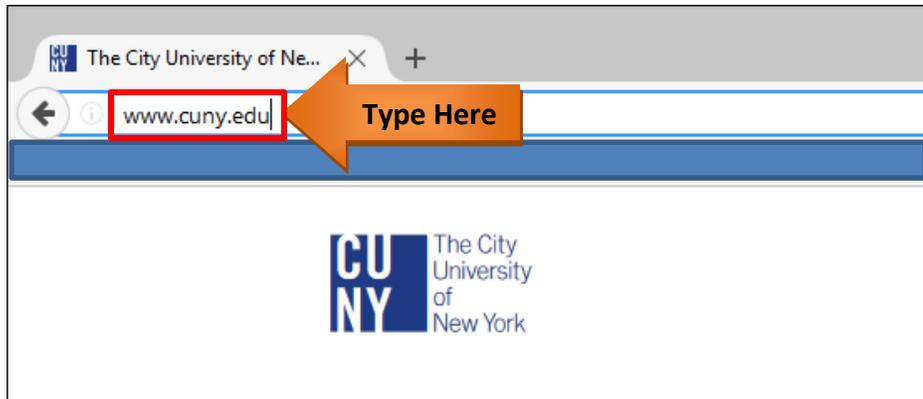
2: How do I access Blackboard?

Blackboard is a CUNY-wide system, which is accessible using your CUNY Portal username and password. These credentials may be different from your campuses' username and password.

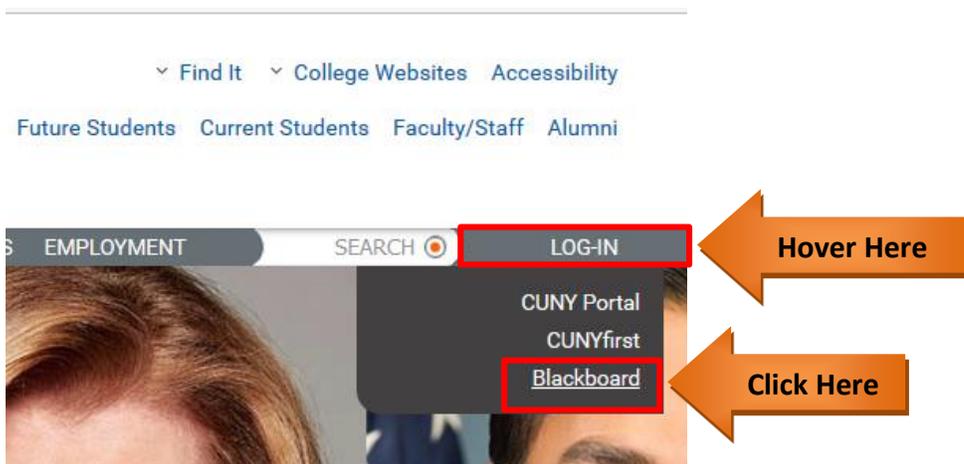
There are different ways you can use to access Blackboard.

First method is to log in through the CUNY Portal. To log in to CUNY Portal follow the steps below:

Step 1: In your web browser, navigate to www.cuny.edu



Step 2: Hover over **Log-in** and select **Blackboard** on the right side of the page.



Step 3: Enter your CUNY Portal **User Name** and **Password** then click the **OK** button

Authentication Required

A username and password are being requested by https://bbhosted.cuny.edu. The site says: "Basic Authentication to the CUNY Portal"

User Name:

Password:

OK

Step 4: The Blackboard page will open with the **Home** tab active. Courses you are teaching are displayed in the **My Courses** module, on the right side of the screen.

Home

Home Notifications Dashboard

My Courses

Courses where you are: Instructor

LAG01, Instructor:

LAG01, Instructor: