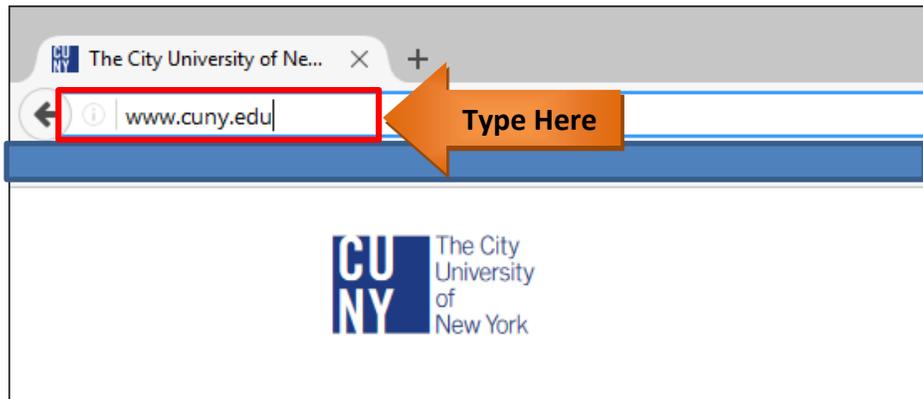# Blackboard 9.1 Frequently Asked Questions

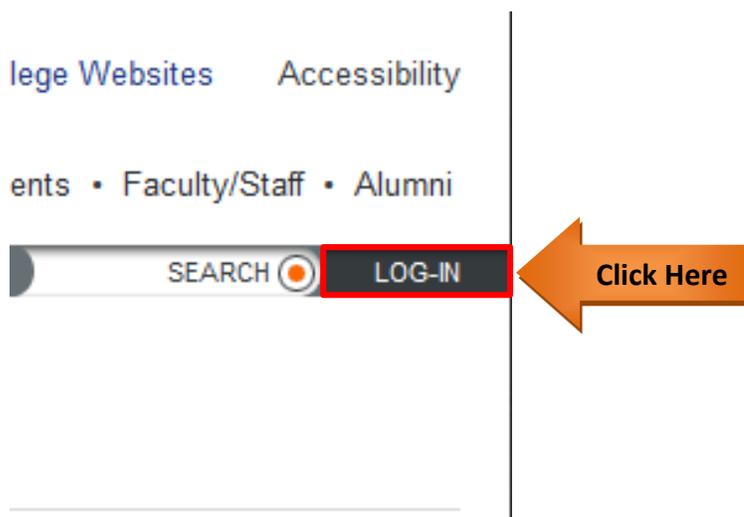## 1: What do I need to do to enter Blackboard for the first time?

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

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

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.

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.
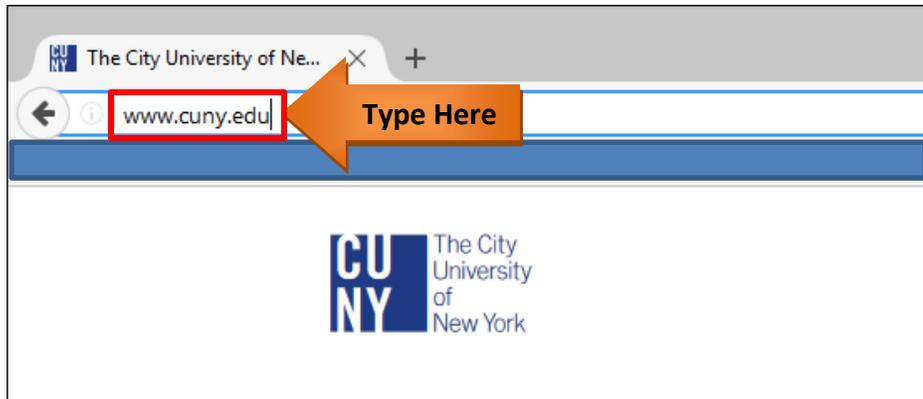
2: How do I access Blackboard?

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.
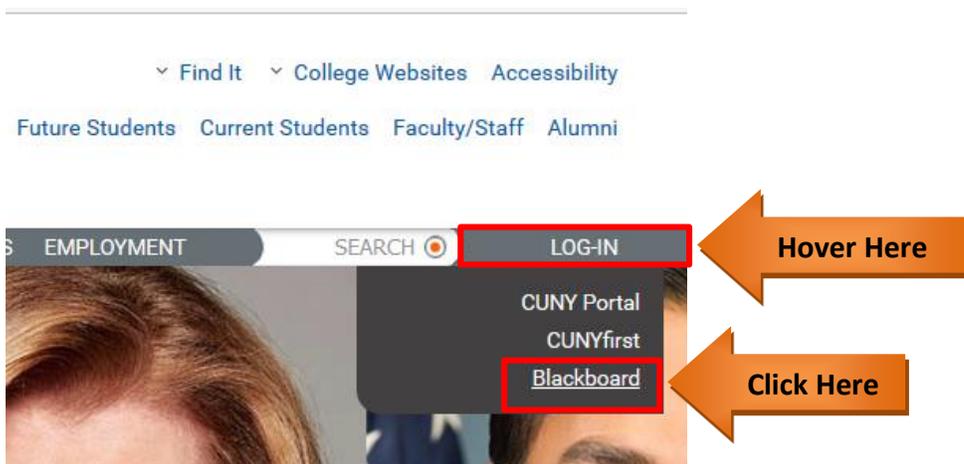
There are different ways you can use to access Blackboard.

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

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.