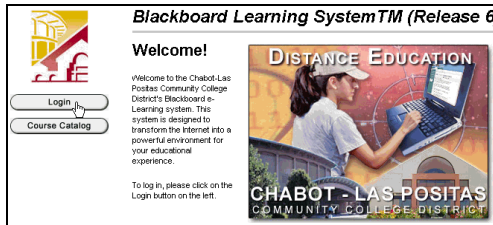


Logging into Blackboard

If you are first-time enrollee in an online, hybrid, or a traditional face-to-face course that uses the Blackboard Learning System, follow these instructions to log into your course online. If you had a Blackboard account from a previous semester, your login and email address remain.

Step 1: Go to the Blackboard login page.

The URL of the login page is <http://clpccd.blackboard.com>. Click the Login button.



Step 2: Log into Blackboard

Have an Account? Login Here.

If you already have an account, enter your login information here and click the "Login" button below. If you do not have an account, and you are officially registered for a course using Blackboard, click on one of the support links below.

Username:

Password:

[Forgot password?](#)

Username: Your **User Identification Number**, which is a unique number beginning with a W and containing 8 digits.

Password: the first two letters of your first name, followed by the first two letters of your last name (all lowercase), followed by the last four digits of your User Identification Number.

For example, Maria Valdez with a User Identification Number of W23455432 would log in as:

Username: W23455432

Password: mava5432 (all lowercase

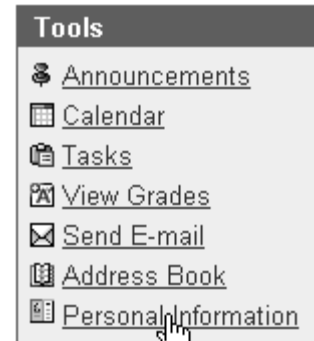
letters + last four digits)

Step 3: Enter your e-mail address

Once you log in, you will arrive at your My Institution page. Click Personal Information on the left.

Click Edit Personal Information. Enter your email address in the text field next to Email. Delete the generic email address that is there.

Click Submit at the bottom. Click OK at the next screen. Note that once you do this, you change your email address for any other Blackboard courses you are currently enrolled in.



Step 4: Change your password

You will be taken back to the Personal Information page. Click Change Password. Enter a unique password that you will remember in the Password and Verify Password fields. Click Submit at the bottom. Click OK.

1 Change Password

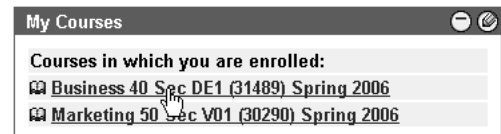
Complete this form to change password.

Password

Verify Password

Step 5: Access your course

Click the My Institution tab at the upper left. Under My Courses on the right, click the link to your class to enter it.



For more detailed login directions, go to <http://www.laspositascollege.edu/onlinelearning/blackboard.php>.