

How do I Request a Student Account?

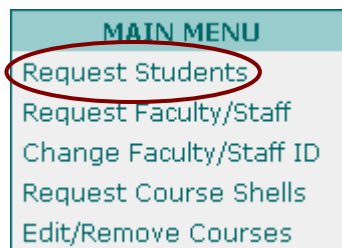
Requesting Student Accounts in the Bb-Admin Portal is one of the most common requests made.

**TIP!**

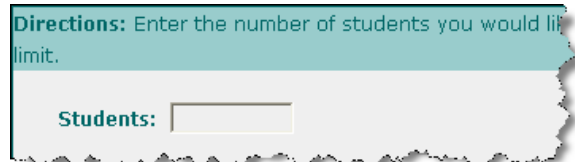
Please ensure that you are not requesting accounts for users that already have accounts in the system! This is the number one support request due to the confusion it causes to both the user you requested the account for and for yourself.

Following these steps will allow you to request any number of new student Blackboard accounts:

1. Visit: <http://bbadmin.wcpss.net> and log in.
2. Click the “Request Students” link located in the Main Menu on the left side of the page.



3. Type the number of student accounts you'd like to request into the space provided. You may request ANY number of students.



4. Click the  button.

Blackboard Admin Portal

Requesting Student Accounts

5. Type in the student's first name, last name, and NCWise ID Number into the provided spaces.

#	First Name ?	Last Name ?	NCWISE ID Number ?
1	Your	Friend	11111111
2	My	Student	22222222
3	Test	Person	33333333

6. Please review the student information you have typed in and when you are satisfied with your entries, click the [Create Students](#) button at the bottom of the page. Your students are now in a queue to be loaded into Blackboard.

TIP!

You will not receive an email confirmation that your requests were submitted, but you will know that you have successfully submitted your requests from the confirmation message that is displayed. You will receive a confirmation email including passwords when the students have been loaded into Blackboard.

NOTE: Students will not receive their usernames or passwords directly from Blackboard. Only the requesting Coordinator will receive that information.