

How do I Access Blackboard?

In this section you will learn how to log in to Blackboard and about who can access Blackboard.

You will learn:

- How to log in to Blackboard.
- How to recover a lost or forgotten password.
- Who has access to Blackboard.

Logging into Blackboard

NEW FEATURE



All passwords for the Blackboard System are now initially random. When your school or department's Blackboard Coordinator requests a new account for you (only required if you don't already have an account) the system generates a random 8 character password for you. This will help improve system security and prevent misuse of Instructor accounts.

TIP

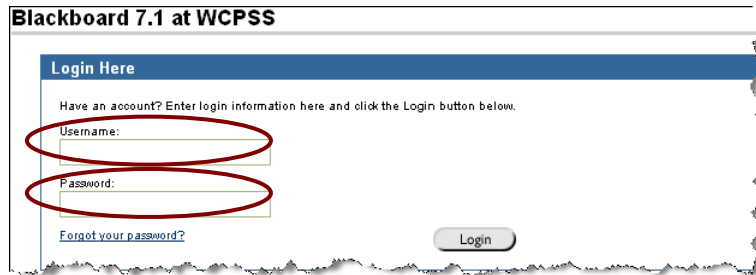


New Instructor accounts have 90 calendar days to log in to Blackboard before being removed from the system. *You just need to log in once* to prevent your account from being deleted. This will help improve security and prevent misuse of Instructor accounts.

To log in to Blackboard:

1. Visit: <http://blackboard.wcpss.net/> or access Blackboard through the intranet.
2. Type your Username in the "Username:" box in the Login Here area.
 - a. Your Username must always be the same as your Email ID (which does not include the @wcpss.net portion of your email address). Notify your school or department's Blackboard Coordinator if this is ever not true!

- b. Student Usernames must always be the same as their NCWise ID. Notify your school or department's Blackboard Coordinator if this is ever not true!



Blackboard 7.1 at WCPSS

Login Here

Have an account? Enter login information here and click the Login button below.

Username:

Password:

[Forgot your password?](#)

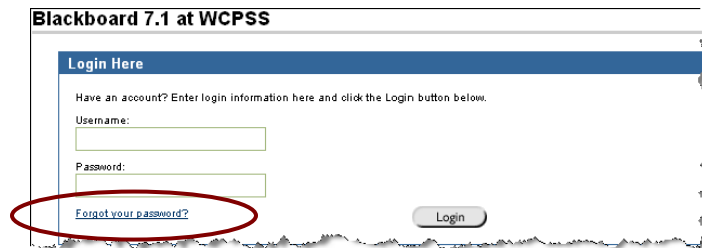
3. Type your Password in the "Password:" box.
4. Click the button.

Recovering a Lost Password

If you lose or forget your WCPSS Blackboard password you can have it sent to you right from within Blackboard.

To recover your lost or forgotten password:

1. Visit: <http://blackboard.wcpss.net/> or access Blackboard through the intranet.
2. Click the "Forgot your password?" link located below the Password: field.



Blackboard 7.1 at WCPSS

Login Here

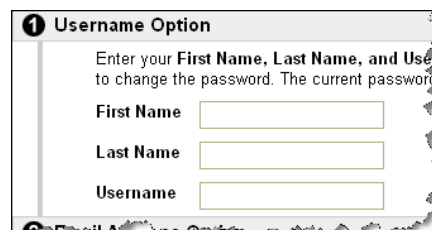
Have an account? Enter login information here and click the Login button below.

Username:

Password:

[Forgot your password?](#)

3. Type your first name into the First Name area and your last name into the Last Name area.



1 Username Option

Enter your **First Name, Last Name, and Username** to change the password. The current password will be required.

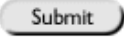
First Name

Last Name

Username

Blackboard

Accessing Blackboard

4. Type your Blackboard username in the Username area. (Remember that this is the part of your email address before the @wcpss.net)
5. Click the  button.
6. You will receive confirmation that an email has been dispatched to your WCPSS email account with details on how to reset your password. This email should arrive within 10-15 minutes, so be patient while waiting.

Who can Access Blackboard?

Blackboard is provided free of charge to all WCPSS faculty & staff as a tool to manage classroom teaching & learning, communication, and file/information sharing.

Blackboard can be accessed in two ways:

1. Via Guest access: Guest access provides users without a login & password access to Blackboard course site resources that have been made available to them. Guests can be anyone from parents, to students, to complete strangers. Make sure when you choose to allow guest access to a resource in your course site that you don't mind anyone on the internet getting access to it.
2. Via Blackboard User Account: WCPSS faculty, staff, & students are all eligible for Blackboard User Account access. This will provide the user with a username & password for the system. Users with this level of access are able to access all resources available to guests, in addition to courses that they are enrolled in as either a student or instructor.

IMPORTANT NOTE!!!



Students, in no circumstances, are to be made instructors! Instructor access enables many features in the system to which students should never have access. **Similarly, parents, in no circumstances, are to be given student login & password information!** Student access is reserved for students only and parents are welcome to share in the Blackboard experience with their students, but should never be given student login & password information. This helps protect students from potential sexual predators, and there can be no exceptions. Please notify blackboard@wcpss.net if you know of an instance where this practice is taking place so that it can quickly be addressed for the safety of students.