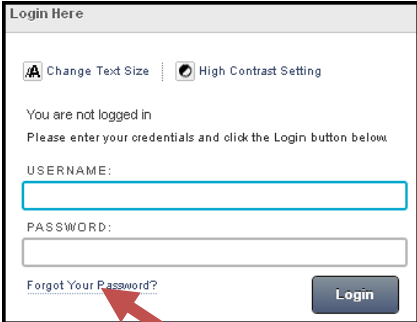


Student Log-in Instructions for Blackboard Learn 9

<i>How to Log in to Your Online Courses</i>	
<ol style="list-style-type: none"> 1. Start at the college home page (www.ncc.edu) 2. Scroll down to Quick Links on the lower left side of the page. Click on the link "Distance Ed/Online Courses" 3. On the right side of the screen, click on the link "Access Online Courses" 	<p>OR</p> <p>You can also access Blackboard Learn 9 at the following web address: https://ncc.sln.suny.edu/</p>
<ol style="list-style-type: none"> 4. Under USERNAME: Enter your NCC-ID (begins with "N00") 5. Under Password: Enter your 6-digit PIN <i>(If you change your PIN at any point, it will be different than what you use to log into MyNCC)</i> 6. Click the Login button 	
<i>Log-in Questions</i>	
<ol style="list-style-type: none"> 1. If you forgot your password, click on the "Forgot Your Password" link on the <i>Login Here</i> Module on the Blackboard Learn 9 Login page. 2. You will be taken to a "Lost Password" screen. You can use either option below to retrieve your password: <ul style="list-style-type: none"> • Username Option <ul style="list-style-type: none"> • First name • Last name • Username • Email Address Option <ul style="list-style-type: none"> • First name • Last name • Email <p>NOTE: Make sure you use your official First name and Last name. The email address is your NCC student email which uses your NCC-ID in part: N00xxxxxx@students.ncc.edu</p> <ol style="list-style-type: none"> 3. An email will be sent to your NCC student email account with a link to change your password. You will see a confirmation message, similar to the message below, at the top of the Learn 9 login screen. <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>An email with instructions for changing a password has been sent to the email address registered for this user: demaryam.</p> </div> <ol style="list-style-type: none"> 4. Log into your NCC student email account by going to https://www.google.com/a/cpanel/students.ncc.edu. You will find an email with the subject line "Lost Password Notification". Follow the instructions to change your password. <p><i>If you forgot your NCC student email password, follow directions in the link below to reset:</i> http://www.ncc.edu/campuservices/technologyandcomputing/studentemail/default.shtml.</p> <p><i>You can also contact Banner Help Desk at 516.572.9980 during regular office hours.</i> <i>If you forgot your Username (N00xxxxxx), contact Banner Helpdesk at 516-572-9980 during regular office hours.</i></p>	