Using Blackboard – CUNY Portal
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Topics:
1. How to access Blackboard
2. How to navigate Blackboard
3. Help

1. How to access Blackboard

a. Activate your CCNY e-mail address
   If you have not activated or do not recall your CCNY e-mail account go to the computer help desk at NA 1/506.
   Make sure that you write down your email address, password and the provided Website address (URL) to access your emails on an information sheet.

b. Register with the CUNY Portal at http://www.cuny.edu
c. Log in to the CUNY Portal and click on the Blackboard link.

2. How to navigate Blackboard

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3. Help

**Blackboard Student Manual**: http://www.ccny.cuny.edu/portal/BlackBoardFinal.htm

**Blackboard General Guide**: http://origin.admin.ccny.cuny.edu/acis/cunyportalinfo/bb_summary.htm

**CUNY Portal Guide**: http://www.ccny.cuny.edu/portal/cunyportalinfo.htm

On-campus workshops are offered by **The Software Training Center (STC)**:

http://stc.ccny.cuny.edu/

The Multimedia Center has different open lab hours over the academic year. In the **bulletin board in front of the rooms NA 4/216 and 4/221** you will find the current opening hours. Please feel free to come to the Multimedia Center, to **ask any technical question, and to explore technology**. We will try to answer all questions and support you in accomplishing your projects and assignments. For any technical concerns and questions you can contact me:

**Doris Grasserbauer** - dgrasserbauer@ccny.cuny.edu - NA 4/217A - (212) 650-5795

More information can be found at the **Multimedia Center Website**:

http://www1.ccny.cuny.edu/prospective/education/mmcenter/

**Computer Help Desk**

If you have login problems please contact the Computer Help desk in NA 1/506. The office hours are Monday to Thursday from 8am to 8pm, Friday 8am to 5pm. The phone number is (212) 650-7878.