

What Your Students Need to Know

To Access Your Class' Blackboard Course Management Area

Every CSU-Pueblo student has access to Blackboard. Blackboard's top-level entry is usable as a personal organizer and includes

- Reminders of important dates, including your own
- Institutional announcements
- Address book
- Task lists

Every instructor individually decides whether or not to use Blackboard as an on-line supplemental teaching and learning aid for the class. A class will not be listed on the student's account until the instructor has enabled it for access.

You may access Blackboard from <http://www.colostate-pueblo.edu> by clicking on the TWOLF Student Portal link (also found at <http://www.colostate-pueblo.edu/twolf/>), and then click on the Blackboard link (also found at <http://blackboard.colostate-pueblo.edu>) at the top center of the Portal page.

❖ **Login User Name** is your user id for CSU-Pueblo e-mail access, typed in *without* the associated "@colostate-pueblo.edu". You must have an assigned CSU-Pueblo e-mail address to log into Blackboard. All enrolled students are automatically assigned CSU-Pueblo e-mail accounts upon enrollment. Your Login User Name = First Initial Middle Initial.Last Name, no spaces, all lower case. So, James Bryan Smith would use the User Name **jb.smith**

❖ **Login Password** is your **8-digit birthday** preceded by a **\$** and lower case **t**. If James Bryan Smith was born on February 21, 1988 his password would be **\$t02211988**

- **Call the HELP DESK at x-2002 if you have problems logging in.**
- **You should change your Login Password on first login.** The password can be changed by following the path: My Institution/Tools/Personal Information/Change Password. Revise the password and submit it.
- **You should change your default e-mail address** to your preferred e-mail account. This can be done by accessing: **My "CSU-Pueblo/Tools/Personal Information/Edit Personal Information**. Change your e-mail address and submit the change by pressing the submit button at the bottom of the page.