

## Blackboard & Banner Self-Service Quick Start Instructions

### 1 FIRST! CHANGE YOUR PASSWORD!

You will use your MySTLCC ID and default password to create a new, 10-character secure password. Your initial password is your A number followed by the # sign.

After you change your password and set up your security questions, you will be able to log in to Blackboard.

Go to the following web site to complete this process.  
<http://www.stlcc.edu/MySTLCC/Help/Index.html>

### Get in Sync with MySTLCC ID

IT'S AS SIMPLE AS ABC...

**A**ccess your MySTLCC ID.

**B**e smart! Change your password.

**C**omplete your security questions.

### 2 Log in to Blackboard or Banner Self-Service at <http://www.stlcc.edu/MySTLCC/ID/Index.html>

Your MySTLCC ID is your my.stlcc.edu student email prefix (the part before the @ symbol) and your password is the new 10-character password you just created.

### 3 How do I get an email address?

All campus communications such as registration information, billing information, financial aid, campus announcements and communications with your instructors will be sent to your my.stlcc.edu Student E-mail account. It is essential to your success as a student at STLCC that you set up and use this account.

Activate your Student E-mail account at <http://www.stlcc.edu/studentemail/>

### 4 What hardware and software do I need?

- **Computer Platforms:** Windows 7, Vista, and XP, Mac OS X  
Hardware: 64 MB of RAM and 5 GB of free hard disk space
- **Software:** Microsoft Office or Office Readers, Adobe Acrobat Reader, Java JRE 1.6
- **Internet Browsers:** Internet Explorer 7 and 8, Mozilla Firefox 3.5 and above, Safari 3, 4 and 5  
*Note: Browser must have JavaScript and Cookies enabled, and must support 128bit SSL encryption*
- **Internet Connection:** 56K modem (Broadband preferred)

Recommended Free Downloads	Web Site
• Adobe Reader	<a href="http://get.adobe.com/reader/">http://get.adobe.com/reader/</a>
• Adobe Flash Player	<a href="http://get.adobe.com/flashplayer/">http://get.adobe.com/flashplayer/</a>
• Adobe Shockwave Player	<a href="http://get.adobe.com/shockwave/">http://get.adobe.com/shockwave/</a>
• QuickTime Player	<a href="http://www.apple.com/quicktime/download/">http://www.apple.com/quicktime/download/</a>
• RealOne Player	<a href="http://www.real.com/realplayer/search">http://www.real.com/realplayer/search</a>
• Windows Media Player	<b>Which version is right for you?</b> <a href="http://www.microsoft.com/windows/windowsmedia/player/versions.aspx">http://www.microsoft.com/windows/windowsmedia/player/versions.aspx</a> <b>Download</b> <a href="http://www.microsoft.com/windows/windowsmedia/download/AllDownloads.aspx">http://www.microsoft.com/windows/windowsmedia/download/AllDownloads.aspx</a>
• Microsoft PowerPoint 2007 Viewer	<a href="http://www.microsoft.com/downloads/details.aspx?displaylang=en&amp;FamilyID=048dc840-14e1-467d-8dca-19d2a8fd7485">http://www.microsoft.com/downloads/details.aspx?displaylang=en&amp;FamilyID=048dc840-14e1-467d-8dca-19d2a8fd7485</a>