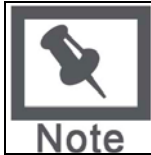


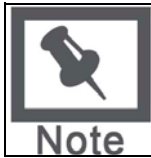
Gateway

Overview

The Gateway page welcomes users and provides a login button to access the Blackboard Academic Suite. Users must have a valid Username and password to login.



Note: Cookies must be enabled within the Web browser.



Note: Users may also login through a button on the header frame or a special portal module if the Gateway page does not appear.

Functions

The following buttons **may** appear on the Gateway page.

Button	Description
Login	Users can login to the Blackboard Academic Suite.
Course Catalog	Browse the Course Catalog.
Create Account	Create an account on the Blackboard Academic Suite.
Get Blackboard Backpack	Download the Blackboard Backpack.

Secure your Password

Passwords enable access to personal information. To maintain security do not share passwords with others.

In this section

This section includes the following topics.

Topic	Description
Entry Page	Describes the page used to logon to the Blackboard Academic Suite.
Lost Password Page	Details how to obtain a new password.
Course Catalog	Describes the Catalog.

Entry Page

Users login to the Blackboard Academic Suite from the Entry page. Click **Login** on the Gateway page to access the Entry page.



Note: Users may be immediately directed to the My Institution tab. If so, Users may also login through a button on the header frame or a special portal module.

Fields

The table below details the entry fields on the Entry page.

Field	Description
Account Login	
Username	Enter the Username.
Password	Enter password. The password and Username must be entered exactly to login. The maximum number of characters in a password is 32. Passwords are case sensitive.

Functions

The table below presents the functions available to users on the Entry page.

To . . .	click . . .
view the Blackboard Academic Suite without logging in as a user	Preview.
create an account	Create.
obtain a new password	Forget your password? to open the Lost Password page.
login	Login after entering Username and password.
download Blackboard Backpack	the Get Download Blackboard Backpack link.

Blackboard Backpack

Options on the Entry page allow users to download the Blackboard Backpack. Blackboard Backpack is a client-side software application that enables users to synchronize their Blackboard materials for offline use. Using this powerful learning tool, Students can access their learning materials from anywhere at anytime, without having to have an Internet connection. The following items are synchronized from Courses: content, announcements, calendar items, tasks. Blackboard Backpack also synchronizes Microsoft Outlook calendar items, address book and tasks.

Lost Password

Overview

Users must complete the Lost Password page to obtain a new password. Users will create a new password based on instructions received in an email. Users must enter information in all the fields in the **Find User With Username** section or all of the fields in the **Find User With Email** section.

Find this page

Follow the steps below to open the Lost Password page.

1. Enter the URL for the Blackboard Academic Suite into a Web browser.
2. Click **Login**.
3. Click **Forgot Your Password?**

Fields

The table below details the fields on the Lost Password page.


Field	Description
Username Option	
First Name	Enter first name.
Last Name	Enter last name.
Username	Enter Username. This field is case sensitive.
Email Address Option	
First Name	Enter first name.
Last Name	Enter last name.
Email	Enter email address.

Catalog

Overview

The Course Catalog lists all Courses offered at the Institution in defined categories such as semester and subject matter. The Organization Catalog lists all Organizations at the Institution in defined categories, such as Organization type or semester availability.

The Catalog allows users to search for Courses or Organizations via keyword or a specific category. The links in the catalog display Instructor information and a Course description. Users may also be able to enroll, preview, or log into a Course depending on how the Institution customizes the Blackboard Academic Suite.

	<p>Note: The System Administrator may choose to use a different Catalog or no catalog at all.</p>
---	--

Find this page

Click **Browse Course Catalog** from the Gateway page. Or, login and open the Courses tab or the Communities tab.


Functions

The table below details the available functions on the Catalog page.

To . . .	click . . .
search for a Course	Go after entering a keyword in the search box.
perform advanced search	Advanced Search hyperlink.
browse the Catalog	the hyperlink of the category or Courses to view.

View a Course as a Guest

Users are able to browse the catalog and preview Courses as a guest. Click on the link to a Course to view it as a Guest. Guests do not have access to the entire Course.

	<p>Note: The Instructors determine whether Users are allowed to preview a Course prior to enrollment. Thus, this option may not be available for all Courses</p>
---	---