LOGGING INTO BLACKBOARD

Blackboard is a course management system that is used as a tool to supplement traditional courses and is used as the primary means of delivering content in an online course.

To log into Blackboard:

**STEP 1:** From MCCC’s webpage [http://www.monroeccc.edu](http://www.monroeccc.edu), click on the **Blackboard Login** link on the menu to the left:

You can also get to Blackboard by going directly to the Blackboard URL, [https://bb.monroeccc.edu](https://bb.monroeccc.edu) :
Your Blackboard username is the same as your WebPAL username. (If you do not know what your WebPAL username, please see the section of this tutorial below entitled “What is My WebPAL Username?”).

Your Blackboard password is the first initial of your first name in uppercase, the first initial of your last name in lowercase, all seven digits of your student ID number (including leading zeros), and an exclamation mark. (If you do not know your student ID number, please see the section of this tutorial below entitled “What is My Student ID Number?”).

An example of a Blackboard username and password:

For a student named John Smith, who has a WebPAL username of jsmith12454, with a student ID number of 0093427.

John’s Blackboard username is:  jsmith12454
John’s Blackboard password is:  Js0093427!

**STEP 2:** To login, enter your username and password in the “Login Here” area as shown below, and then click on the Login button.
**STEP 3:** Welcome to Blackboard. To enter your course, click on the appropriate link listed in the My Courses area:
What is My WebPAL User Name?

WebPAL is a web interface that allows you to access your personal information contained in the administrative database used by MCCC, including information like your address, phone number, unofficial transcripts, course schedule, etc.

**STEP 1:** To find out what your WebPAL username is, click on the **WebPAL** logo from MCCC’s webpage, [http://www.monroeccc.edu](http://www.monroeccc.edu):

![WebPAL Logo](image)

**STEP 2:** Click on **What’s My User ID?**
**STEP 3:** Enter your *last name* and either your *social security number* or your *student ID number*. Click *Submit*:

![Image of WebPAL registration form](image)

**STEP 4:** Your WebPAL username will be returned:

This is the username that you will use to log into Blackboard.

![Image of WebPAL username confirmation](image)
What is My Student ID Number?

WebPAL is a web interface that allows you to access your personal information contained in the administrative database used by MCCC, including information like your address, phone number, unofficial transcripts, course schedule, etc.

**STEP 1:** To find out what your Student ID number is, click on the **WebPAL** logo from MCCC’s webpage, [http://www.monroeccc.edu](http://www.monroeccc.edu):

![WebPAL Logo](image)

**STEP 2:** Click on **LOG IN**.
**STEP 3:** Enter your **WebPAL** User ID and Password. Click **Submit**: If you do not know your password, see step 4. If you have logged in successfully go to step 5.

![WebPAL login page]

**STEP 4:** Select Main Menu. Once the Main Menu appears, select “What's My Password?” and follow the steps outlined.

![Main Menu page]

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**BLACKBOARD LOGGING IN TUTORIAL**
**STEP 5:** After you successfully log into WebPAL click on the “Students” button.

**STEP 6:** Under the “User Account” click on “Update e-mail Address”.
**STEP 7:** The “Update e-mail Address” screen displays your Student ID number in parentheses following your name. In the example screen shown below, John Q. Smith has a Student ID number of 00093427.

Now that you have obtained your Student ID number, LOG OUT of WebPAL.

![Update e-mail Address screen](image)

At this time, the “E-mail Address” on the “Update e-mail Address” screen above is linked and used by your WebPAL account only.

The e-mail address used in the BlackBoard system is the e-mail address created for you by the college. Additional information regarding your college student e-mail address can be found at the Blackboard support tab located at: [https://bb.monroeccc.edu](https://bb.monroeccc.edu).

If you need additional assistance with Blackboard, please contact Jennifer Yarger, Distance Education Assistant at (734) 384-4328 or via email at [JYARGER@MONROECCC.EDU](mailto:JYARGER@MONROECCC.EDU).

If you need additional assistance with your Blackboard username and/or password, please contact Information Systems at (734) 384-4234.

If you need additional assistance with your WebPAL username and/or password, please contact the WebPAL Support Desk at (734) 384-4333.