Blackboard Student Log-in Instructions

Blackboard is the web-based course management system that CUNY faculty use to put course materials online.

Getting to Blackboard and Logging In

- Go to the CUNY Portal (www.cuny.edu)
- Click on the Portal Log-in link on the upper right or in the QUICKLINKS menu on the left.

- On the next screen, you can log in if you have previously registered on the CUNY Portal.

- On the Citizen CUNY page, click on the Blackboard link in the left-hand menu:
If you forget your username and/or password:

- Click on the Portal Log-in link and then click on “Account and Password Reset”

PORTAL LOG-IN
Existing Portal Users: If you are a prior portal user, please do not re-register to use the Citizen CUNY portal. All users, however, will need to recreate any bookmarks/favorites on the new MyPage.

Register for a New Account >> Account and Password Reset >> E-mail a New Password >>

- On the next screen you will be asked to enter your last name, social security number, and date of birth.

PLEASE VERIFY YOUR INFORMATION:

If you are a student, faculty, or staff member and are unsure of your username or registered e-mail address, re-validate your account by entering your confidential information below:

<table>
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<tr>
<th>Last Name</th>
<th>Social Security Number</th>
<th>Date of Birth</th>
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- Enter your Social Security Number without spaces or dashes (for verification purposes only)
- Enter your date of birth in the following format: mm/dd/yyyy

- On the next screen, you will be asked to verify the information you entered.
You will then be able to see what your username is and reset your password. Please pay particular attention to your username since it can be easily overlooked when you are on this page.

Enter a new password in both text boxes and then click Save.

You can use password reset at any time you cannot remember your username and/or password.

Registering on the CUNY Portal

If you have not previously registered on the CUNY Portal and do not have a CUNY Portal account, click on the Portal Log-In link and choose “Register for a New Account.”

On the next screen, select your status at the university.
➢ On the next screen you will be asked to enter your last name, social security number, and date of birth.

**PLEASE VERIFY YOUR INFORMATION:**

If you are a student, faculty, or staff member and are unsure of your username or registered e-mail address, re-validate your account by entering your confidential information below:

- **Last Name**
- **Social Security Number**
- **Date of Birth**

➢ On the next screen, you will be asked to verify the information you entered.

You will now get a screen where you can change your username, create your password and enter an e-mail address. Be sure to list an accurate e-mail address. This is the means by which you can receive a new password to you if you ever forget your password.

*Make sure that you write down your username and password and store it in a safe place. You will need them each time you login to the portal.*

Once you have registered, follow the previous steps to log in.

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