
Blackboard

QUICK START GUIDE

Getting Started

1. Determine what computer you will use

- **Your home computer**
Setup your computer. Follow the instructions for setting up your computer provided by your instructor.
- **Use a computer lab on campus**

2. Establish your UserID and Password

For people whose last name is at least 4 letters your **Username** and your initial **Password** are:

1. The first 4 letters of your last name, followed by...
2. first letter of your first name, followed by...
3. last 4 digits of your Social Security Number.

Example: Mary Smith SS# 123-45-6789 would log on using **smitm6789** as her **Username** and **Password** (note: all lowercase - no spaces)

For people whose last name is less than 4 letters:

1. Use your entire last name, followed by...
2. first letter of your first name, followed by...
3. last 4 digits of your Social Security Number.

For people whose last name contain characters other than letters:
omit spaces, periods, apostrophes etc. in counting the 4 letters

3. Log on to your course

<http://sunywcc.blackboard.com>

or

<http://blackboard.sunywcc.edu>

Where to go for more information

You can find more course information on the distance learning website.
<http://www.sunywcc.edu/dl>

Technical Support

To access technical support, email distance.learning@sunywcc.edu or call (914) 606-6827. Support will be available, M-F 8:30 – 5:00.

Distance Learning Office

75 Grasslands Road
Library, Room 300
Valhalla, NY 10595
Phone: (914) 606-6827
Fax: (914) 606-8550
Email: distance.learning@sunywcc.edu