

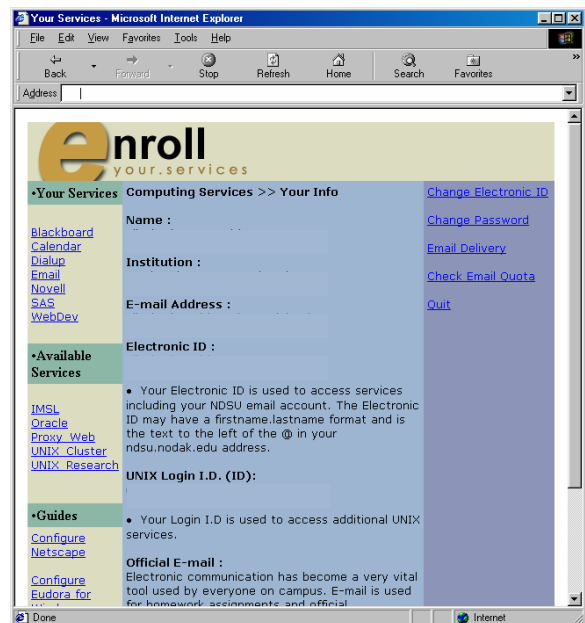
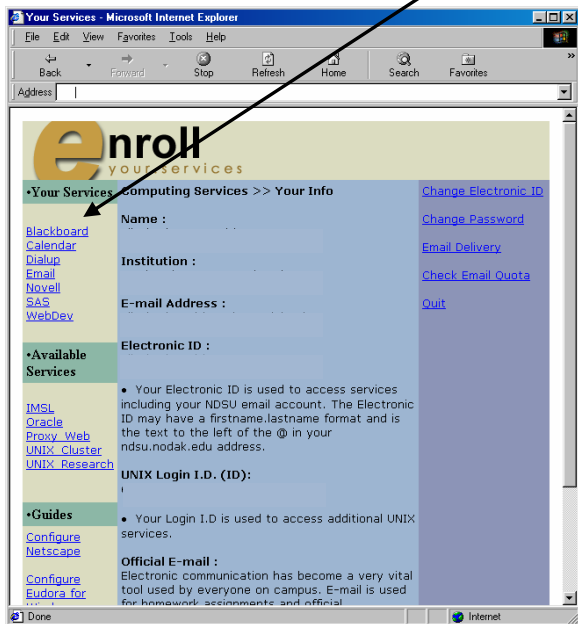
# Obtaining a Blackboard Account

## General Information about Blackboard Accounts

You will need to have a Blackboard account to access a course in the Blackboard system. Blackboard accounts are created at the beginning of each semester for all newly registered NDSU students. People not affiliated with NDSU require a separate process, as outlined on page 2 of this document. NDSU faculty and staff can request an account via the Enroll System by following these instructions. (It may take approximately 24 hours to process your request.)

## Request a Blackboard Account

1. Go to the Enroll web page at <http://enroll.ndsu.edu>
2. Once you have logged into Enroll, click on the Blackboard link under *Available Services*.
3. After your request is processed, you will see Blackboard listed in the *Your Services* area.



4. You can log in to the Blackboard System (<http://blackboard.ndsu.ndsu.edu>). Your Blackboard user ID is the same as your NDSU Electronic ID (i.e., firstname.lastname); your Blackboard password is the same as your NDSU e-mail password; and your Blackboard e-mail address is your NDSU e-mail address. If you have any problems logging in to Blackboard please contact the NDSU help desk.

## Obtaining a Blackboard Account for Non-NDSU Personnel:

**Examples:** People taking extension courses, people collaborating from other institutions or organizations. This includes people who are not enrolled at NDSU and who do not get paid by NDSU.

Due to FERPA requirements, anyone using the Blackboard system must have a NDSU "EMPLID" number and must take a "Responsible Use" quiz.

### Please follow these steps to obtain a Blackboard account:

1. The NDSU person who is sponsoring the Non-NDSU person(s) must fill out the request form at <http://its.ndsu.nodak.edu/webforms/NDSUNonEmployeeIDDDataForm.pdf> and send or fax it to:  
Theresa Semmens  
Fax: 1 701 231-8541  
Address: ITS, Attn: Theresa Semmens, PO Box 5164, Fargo, ND 58105-5164
2. Theresa will contact the sponsor if necessary and decide whether to grant access.
3. Theresa sends the request to Human Resources to get an EMPLID number for each person.
4. Once Theresa receives the EMPLID number(s) from Human Resources, she passes the information on to Dick Jacobson, who will get the needed access and contact the sponsor. At this point Dick will tell the sponsor what the person's Electronic ID is.
5. The sponsor gives the Non-NDSU person(s) their Electronic ID (firstname.lastname usually) and directs them to <http://enroll.ndsu.edu> where the Non-NDSU person does the following:
  - a. Logs in with the Electronic ID the sponsor gave him/her and the default password. (First 3 letters of birth month, 2 middle numbers of Social Security number, and the birth year. Ex: jun451974)
  - b. Take the "Responsible Use" quiz (14 questions, and you can't fail!)
  - c. Set your **Maldrop**: If you normally use a different email address, you can direct all NDSU email that comes to you to go to that address. If you need an email account, you can get a NDSU email account at this time.
  - d. Change your password from the default password. There are rules on the screen to follow when creating a new password.
  - e. Logout and wait overnight for your Blackboard access to begin.
6. The Non-NDSU person can go to Blackboard at <http://bb.ndsu.nodak.edu> and use his/her new NDSU Electronic ID and password to login. It may be necessary to contact the instructor / sponsor at this point to let him/her know that the required steps have been completed.
7. The NDSU sponsor adds the Non-NDSU person into the corresponding Blackboard class, and it will appear in the Non-NDSU person's list of courses.