How to Log In to WebCT/Blackboard CE 8

2. Click on the green **myCCBC** tab.
3. From the drop-down list, click on **WebCT**, or click on the **WebCT icon**.
4. First review all of the information on the Login page. Then click on the oval **Login** button.

5. The next screen is where you will enter your **user name** and **password**. But first, familiarize yourself with some other important features.

6. If you are a new user and do not know your WebCT/Bb user name and password, **use this link** to find out how to get your login information.
7. The **Forgot your password?** tool is a means of having a new password emailed to you, if you should forget yours. But in order for it to work, **you must first create a login hint.** You can do this after you’ve logged in for the first time. This step will be described later in the tutorial. The **Forgot your password?** tool will **not send you your login information if you have never logged in!**

8. The **Browser Check** is an important step. WebCT will automatically scan your system and assess whether it’s compatible with WebCT/Blackboard CE 8. It will alert you to any issues that may interfere with WebCT/BB. **Click this button** to perform the Browser Check.

9. **Pop-up Blockers and Java Security Certificate:**
   It’s important that you turn off all **pop-up blocking programs** on your PC because WebCT/BB depends upon pop-ups in order to function. A pop-up blocker may be a program you have installed, part of your ISP’s software, or part of an Internet security suite such as Norton or McAfee. For more information go to [http://www.ccbc.md.edu/distance/technical.html](http://www.ccbc.md.edu/distance/technical.html).

   When you log in for the first time you will be prompted to accept a **Java security certificate.** You must accept the certificate by clicking **Run** in order for WebCT to function properly.
10. Now you’re ready to log in to the My WebCT/Bb page. Type in your user name and password and click OK.
   (Do not bookmark, or save as a “favorite”, this login screen! You may get an error message if you try to log in through a bookmarked link.)

11. You will log in to your personal My WebCT/Bb page.
12. In the **Course List** area you will see all of the CCBC credit courses for which you are registered, including those that are not online. (If an instructor decides to use WebCT to supplement a classroom section later in the semester, he/she will let you know.)

13. Simply click on a **course title** to access the course home page and enter the course content. You will be able to access all **fully online sections** for which you are registered by the **first day of the semester or session**, unless otherwise notified by the instructor.

If you click on a course and see the following message:

```
Microsoft Internet Explorer

Initial access to this section will be granted on the first day of the semester unless otherwise notified by your Section Instructor.

Any problems accessing the course material after the beginning of the semester should be directed to your Section Instructor.

OK
```

it can mean one of two things:

1. The instructor has not yet granted access for his/her students. **If it’s a fully online section** and you continue to get this message **after the semester has begun**, **contact your instructor, or the instructor’s department office, immediately**.

2. If it’s a classroom section, there may be online content in WebCT/Bb (a “web supplement”) but the instructor either is not using it or may use it later in the semester. The instructor will tell you whether you will have access to the material.
If you click on a course and see this message:

![Microsoft Internet Explorer window showing a warning message about online content and instructor notification.]

It means that the instructor has not put any online content in WebCT/Bb. The instructor will let you know if the status of the course changes.

14. **Changing your password and creating the Login Hint:**

It is not required that you change your password. However, it is recommended that you do so for security reasons. In the process, you can create a **login hint**. This will enable you to use the **Forgot your password?** tool to have a new password emailed to you, 24/7, if you should ever forget yours. (Your WebCT/Bb user name cannot be changed.)

First, click on the **My Settings** link in the upper right corner of the My WebCT/Bb page.

![My Settings page displaying the Change Password option.]

The **My Settings** page will display your WebCT/Bb account profile. Click on **Change Password**.

On the **Change Password** page, type in your current password, and a new password of your choosing, then type the new one again to confirm it. These three fields must be filled in. The new password must be at least 6 characters in length and may consist of letters and/or numbers. Make sure it is something you will remember!
To create the **Login Hint**, type a question *for which only you will know the answer* in the **Secret Question** window. Type the answer in the **Secret Answer** window. When finished, click the **Save** button to return to the **My Settings** page.

![Change Password Form](https://example.com/change_password_form.png)

Next, you must enter a valid email address. This is the address to which a new password will be sent if you need to use the **Forgot your password?** tool.

On the **My Settings** page, click on **Edit Profile**.

![My Settings Page](https://example.com/my_settings_page.png)

On the **Edit Profile** page, enter your preferred email address, then click the **Save** button.

![Edit Profile Form](https://example.com/edit_profile_form.png)
When you return to the My Settings page, click Done.

Now that you’ve created a new password and set up the Login Hint, if you should forget your password, you can have a new one emailed to you at any time by following these steps:

Click on the Forgot your password? link on the login screen.

You will be prompted to enter the email address that you entered in the Edit Profile window.

You will then be shown the Secret Question that you created in the Change Password window. Enter the correct Secret Answer and click OK.

Your user name and a new password will be emailed to you.

IF YOU EXPERIENCE ANY LOGIN DIFFICULTIES, PLEASE CALL 443-840-4357.