



# Quick Help Guide



## BLACKBOARD LOG ON



### How Do I Log On To Blackboard?

**NOTE: Beginning Fall 2010, the same username will log you into Blackboard, Banner Web, Email, and campus computers, laptops, and tablets.**

When you log on to Blackboard for the first time this semester, *you will use the same user name as you use for your Lawrence Tech web mail.* You will also have a *new password (birth date in the form of mmddyy)* which you should change immediately after logging on for the first time.

To find your username:

- Log into **BannerWeb**; Select **Personal Information**; Click on **View Email Addresses**
  - Your username is the name shown before the *@ltu.edu*

To log in to Blackboard:

- Go to the web address: [my.ltu.edu](http://my.ltu.edu) (**Blackboard 9.1**)
- Click in the text box under **Username**, type in your username (the username found above in BannerWeb).
- Click in the box under **Password**, then type in your password. Your new password is your **birth date (mmddyyyy)**
- Click **Login**, or hit **Enter** on your computer.
- When your login to Bb is successful, a message appears at the top of the page, e.g. "**Welcome, YourName**".
- You will now be able to access your course/s listed under **My Courses**