

Instructions to Log-in to Your Online Course

To Log-in to Blackboard:

	Information you will need: <ul style="list-style-type: none">• Your Network ID (same as the prefix of your SIU Email address)• Your Password for your Network ID
Step 1	Go to: https://mycourses.siu.edu
Step 2	Enter: SIU Network ID Enter: Password

If you have NOT created a Network ID:

	Information you will need: <ul style="list-style-type: none">• Your Student Identification Number (It may be your Social Security Number.)• Your SIU Assigned PIN for SalukiNet (should have been mailed to you)• Determine your <i>preferred Network ID</i> (suggestion: first letter of your first name & entire last name)• Your default password for your Network ID: The last 4 digits of your Student Identification Number and the 4 digits of your assigned PIN. (Example: Student ID ends with 4321. PIN is 9876. Password will be 43219876).
Step 1	Create your Network ID. Go to: https://websec.it.siu.edu/util/id_request.html Enter: SIU Student ID Enter: PIN Enter: Requested Network ID (<i>preferred Network ID</i>)
Step 2	Change your password for your Network ID. Go to: https://websec.it.siu.edu/util/passwd.html

	<p>Under “Password Change”: Enter: SIU Network ID Enter: Current Password (<i>this is your default password.</i>) Enter: New Password (<i>must meet password guidelines- see below</i>)</p> <p><u>New Password Guidelines</u> The password must be changed every 120 days and passwords cannot be re-used. The password must:</p> <ul style="list-style-type: none"> • Be eight or more characters in length. (maximum size is 255 characters) • Include upper and lower case letters • Include numbers • Include at least one of the following special characters: ~ ! @ # ^ & * () _ + - { } [] , . ? • NOTE: The tilde ~ character will NOT work on Macintosh OSX Systems. • DO NOT use the percent character % as this will not be accepted
Step 3	<p>Request access to your Blackboard course.</p> <p>Go to: http://mccoy.lib.siu.edu/~cms_req/student.htm</p> <p>Enter: Full Name Enter: Contact Info Enter: Network ID Select Problem: select the 2nd box: I cannot login to Blackboard and I know my campus network id/password.</p>

If you have forgotten your Password:

	<p>Information you will need:</p> <ul style="list-style-type: none"> • Your Network ID (same as the prefix of your SIU Email address) • Your Student Identification Number (It may be your Social Security Number.) • You <u>must</u> have previously enrolled in the “Forgotten Password Process”. If NOT, this process will not work and you will need to contact Computer Support Center (*see contact info. below)
Step 1	<p>Request to reset your password.</p> <p>Go to: https://websec.it.siu.edu/util/passwd.html</p>

	<p>Under “Advanced Functions”: Enter: SIU Network ID Enter: Student/Staff # (<i>This is your Student Identification Number.</i>) Select: Reset forgotten password Click: Submit</p>
Step 2	<p>You are given a Temporary Code in a popup window. Note: For security purposes, you have a limited amount of time to use this code on the current machine that you are using.</p>
Step 3	<p>Immediately change your password.</p> <p>Go to: https://websec.it.siu.edu/util/passwd.html</p> <p>Under “Password Change”: Enter: SIU Network ID Enter: <i>Temporary Code (received in step 2)</i> Enter: New Password (<i>must meet password guidelines- see below</i>)</p> <p><u>New Password Guidelines</u> The password must be changed every 120 days and passwords cannot be re-used. The password must:</p> <ul style="list-style-type: none"> • Be eight or more characters in length. (maximum size is 255 characters) • Include upper and lower case letters • Include numbers • Include at least one of the following special characters: ~ ! @ # ^ & * () _ + - { } [] , . ? • NOTE: The tilde ~ character will NOT work on Macintosh OSX Systems. • DO NOT use the percent character % as this will not be accepted
	<p>* If you are having problems, contact the Computer Support Center by calling: 618-453-5155 or visiting the office at the Northwest Annex A-137A.</p> <p>Or visit the Help Desk at one of the Computer Learning Centers at:</p> <ul style="list-style-type: none"> • Faner 1025 (College of Liberal Arts) • ASA 112 (College of Applied Sciences and Arts) • Rehn 21 (College of Business) • Communications 9 (College of MCMA)

If you have forgotten your Network ID:

Option 1:	Search your name on People Finder at: https://itmfs1.it.siu.edu/php/index.php Your Network ID is the same as the prefix to your email address. Example: If your email address is: jsmith@siu.edu Your Campus Network ID is: jsmith
Option 2:	Call the Computer Support Center to find out your Network ID by calling: 618-453-5155 or visiting the office at the Northwest Annex A-137A.
Option 3:	Visit the Help Desk at one of the Computer Learning Centers at: <ul style="list-style-type: none">• Faner 1025 (College of Liberal Arts)• ASA 112 (College of Applied Sciences and Arts)• Rehn 21 (College of Business)• Communications 9 (College of MCMA)

If you don't know your PIN:

If you are on-campus...	Go to Woody Hall room A-103 (Records) or A-115 (Registration) with a picture ID. The office hours are weekdays between 8:00am and 4:30pm. Appearing in person is the preferred, safest method.
If you are out of the area and can not come on-campus...	Submit a written, signed request to the Office of Records and Registration office (as shown below). In your request, you must include your name, student ID number, and the address or fax number to which you want your PIN to be sent. You must sign and date this request as well. PIN information is NOT supplied over the phone or via e-mail. Fax number: 618-453-2915 Address: Southern Illinois University Carbondale Office of Records and Registration Mail Code 4701 900 S. Normal Ave. Carbondale, IL 62901

For more information
about your PIN...

Go to: <https://salukinet.siu.edu/sis24/helptab/login.htm>

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