Logging Into Blackboard

When your Blackboard account was created, or will be created if you registered late, the email address you used to register for your course(s) became your Username. You were also assigned a temporary password. In order to re-set your password, you need to follow the "Lost password" process that is described below.

Follow the steps below to log into Blackboard for the first time:

1. Go to the address below to navigate to the Blackboard login page:

    https://dese.umassonline.net/

2. Click on the link labeled "First time logging in? Click here to set your password." This link, and the login page, is illustrated in Figure 1 below.
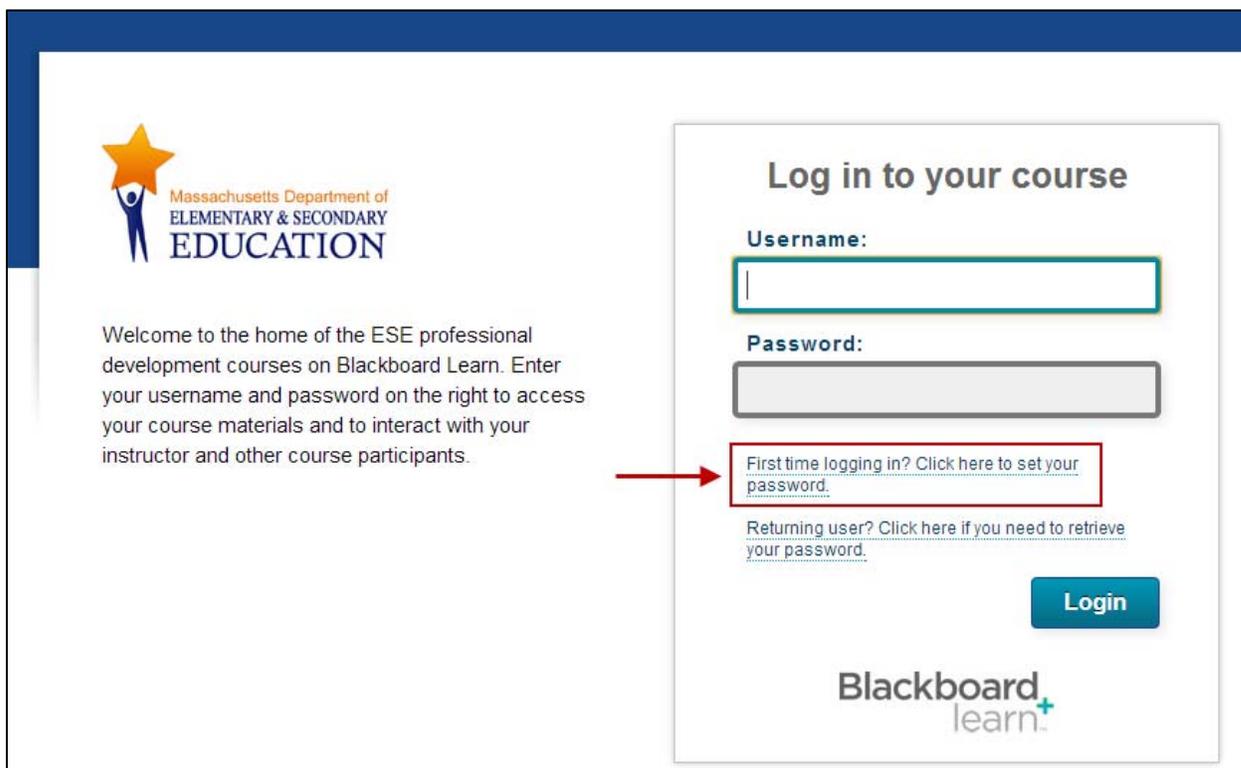

Figure 1: Blackboard login page

3. A page titled "Lost Password," will pop up. Here, you will find two sections. You can either enter your first and last name and your username. Or, you can enter your first and last name and your email address. Since the email address you used to register for your course IS your username, Figure 2 below shows the steps for filling out this form. Note, you can fill in EITHER section. You do not need to fill in BOTH sections. If you choose to fill in the second section where you enter your first name, last name, and email address, you MUST use the same email address you used

to register for your course(s). After filling in either section 1 or 2, click the button labeled "Submit."

Figure 2: The Lost Password page

4. After clicking the Submit button, you will be taken back to the login page and you will have a confirmation message stating that an email message has been sent to you with a link in which you can re-set your password. This screen is shown in Figure 3 below.

Figure 4: Confirmation Message

5. Check your email account for a message with "Blackboard Administrator" in the "From:" field (note: this is an automated message). In this message, you will find a link where you can re-set your password. Figure 5 shows an example of this message with personal information blocked out.
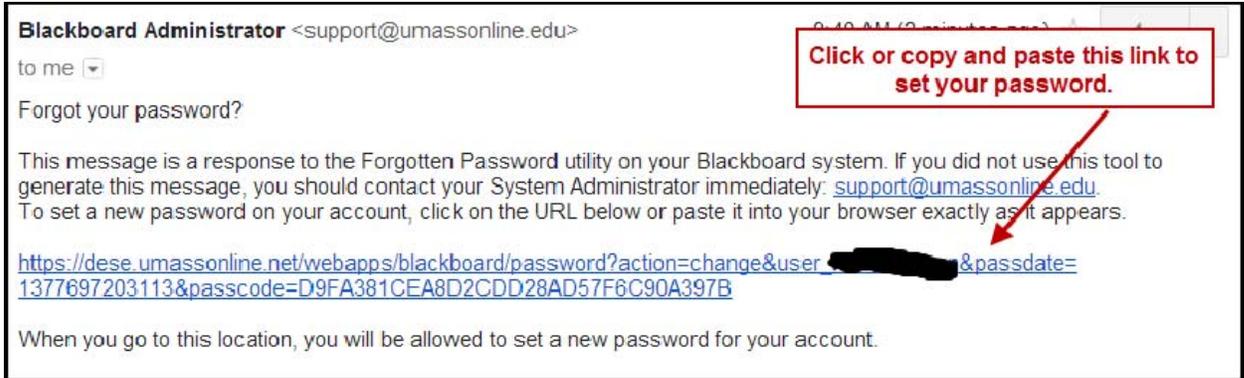

Figure 4: Automated email message

6. After clicking or copying and pasting the link in the email message, you will be taken to a page labeled "Change Password." Figure 5 below shows the steps for filling in this form. You will enter, then re-enter a password, and click the button labeled "Submit."

Figure 5: Change Password page

7. After click the Submit button, you should receive a confirmation message as shown in Figure 6 below. You will then be able to log in with your username (again, the email address you used to register for your course) and the new password you created.
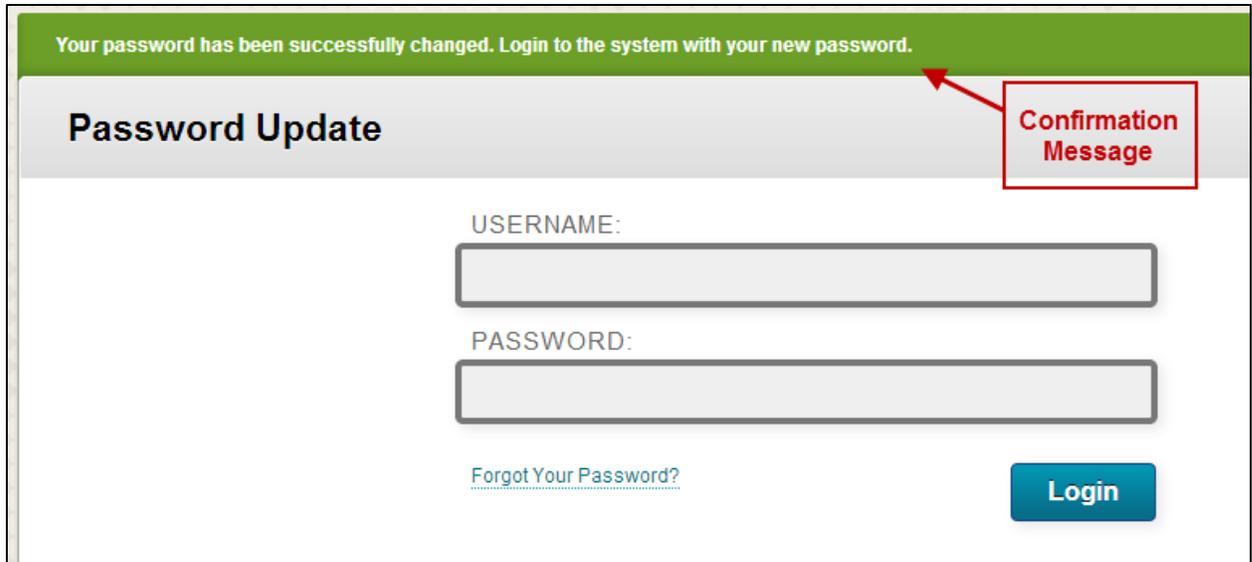
Figure 6: Password Update page

8. After logging into Blackboard, you will be able to find your course in the area labeled "My courses." This area is shown in Figure 7 below. To enter the area for your course, click on the course title. On this page, you will also find an area for system-wide announcements and a link to a help center.

Figure 7: My Courses area