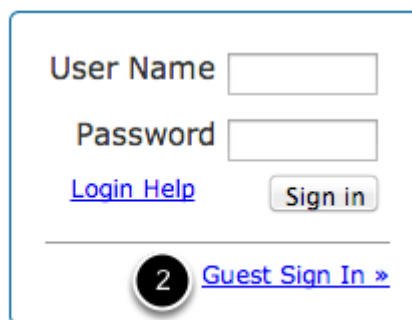
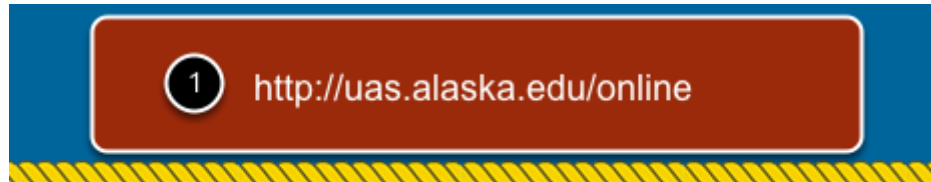


Creating a Blackboard Guest Sign In

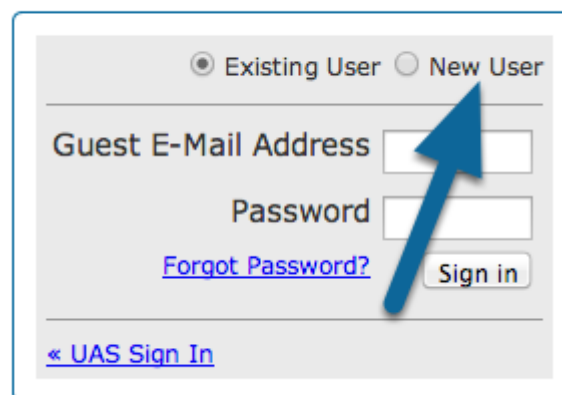
You need a guest login to preview courses and visit the sample Blackboard: Behind the Scenes course. This short tutorial will explain the steps you need to complete.

Locate the Guest Sign In

A white rectangular box with a blue border. At the top, there are two input fields: 'User Name' and 'Password'. Below the 'Password' field is a blue link labeled 'Login Help' and a grey button labeled 'Sign in'. At the bottom of the box, there is a white circle containing the number '2' followed by a blue link labeled 'Guest Sign In >'. A horizontal line is positioned above the 'Guest Sign In >' link.

(1) Navigate to UAS Online <http://uas.alaska.edu/online>. (2) Click on the Guest Sign In link.

Click on "New User" to create your account.

A grey rectangular box with a blue border. At the top, there are two radio buttons: 'Existing User' (selected) and 'New User'. Below the radio buttons are two input fields: 'Guest E-Mail Address' and 'Password'. Below the 'Password' field is a blue link labeled 'Forgot Password?' and a grey button labeled 'Sign in'. At the bottom left of the box, there is a blue link labeled '< UAS Sign In'. A blue arrow points from the 'New User' radio button towards the 'Sign in' button.

You must click on new user to get your email address into our Blackboard system.

Getting your email into our system

The screenshot shows the Blackboard Guest Sign In page. At the top, there are two radio buttons: "Existing User" (unselected) and "New User" (selected). Below this is a text input field labeled "Guest E-Mail Address" containing the text "marchbluet@". A blue arrow points to this field from a red callout box above it that says "Enter your complete email address". To the right of the input field is a "Sign up" button, which is circled with a "2". A "1" is circled next to the "Guest E-Mail Address" label. At the bottom left, there is a link that says "« UAS Sign In". Below the main form is a green banner with the text "How To..." and a video player thumbnail titled "How to video clips".

(1) You must enter your complete email address. Our system will send you a password so that you can log into our Blackboard system in a few minutes. You will have to check your email to retrieve this password. (2) Click "Sign up"

Retrieve Your Password

The screenshot shows the Blackboard Guest Sign In page after a password has been sent. At the top, there are two radio buttons: "Existing User" (selected) and "New User" (unselected). Below this is a text input field labeled "Guest E-Mail Address" containing the text "marchbluet@". Below the input field is a "Password" input field, which is circled with a "3". To the right of the password field is a "Sign in" button, which is circled with a "4". A "1" is circled next to the "Guest E-Mail Address" label. Above the form, there is a red callout box that says "Retrieve password" with a "2" circled next to it. The main form area contains the following text: "MARCHBLUET@GMAIL.COM has been added to the system", "The initial password has been sent in an email message", and "Password sent". There is also a link that says "Forgot Password?". At the bottom left, there is a link that says "« UAS Sign In".

(1) You should see a screen like this one telling you that the system has sent a password to the email address which you entered. (2) Log into your email and retrieve the password that the system sent to you. (3) Type that password into the password box. Be sure to check your spam. Sometimes this email goes is caught by spam filters. (4) Click "Sign in"

Change Your Password

Please take a few moments to update your profile information.

Welcome MARCHBLUET@GMAIL.COM

ESSENTIAL INFO

First Name

Last Name

Preferred E-Mail

UA E-Mail

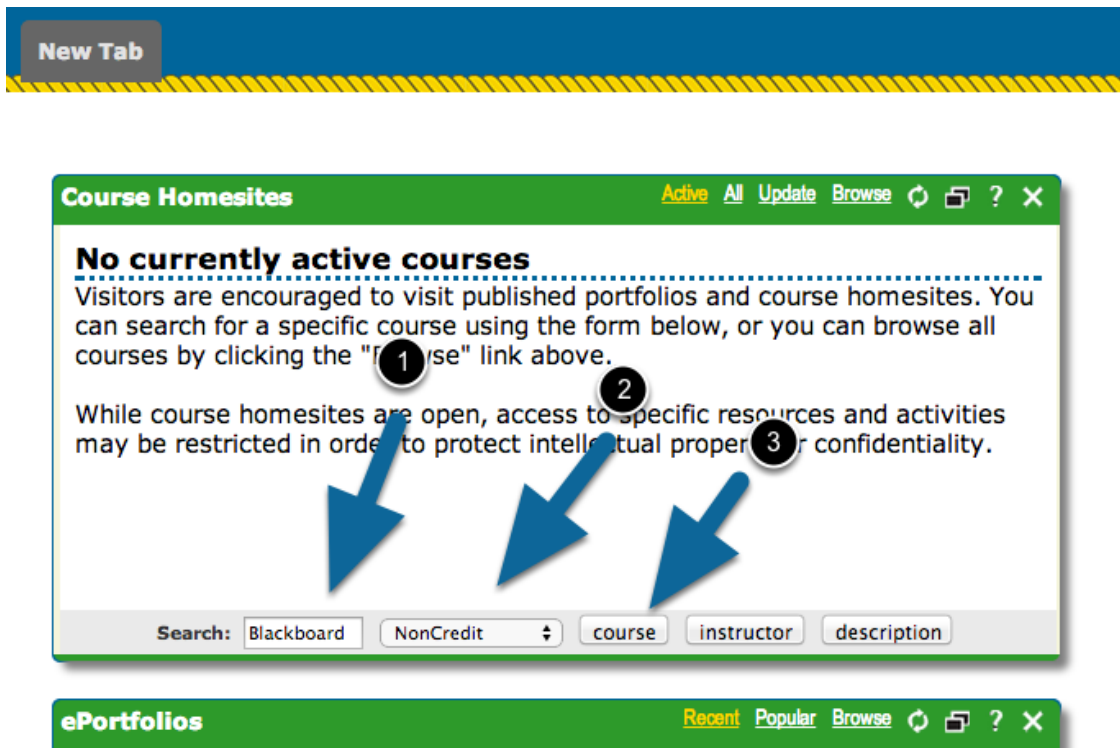
Password Change

Confirm Password

1

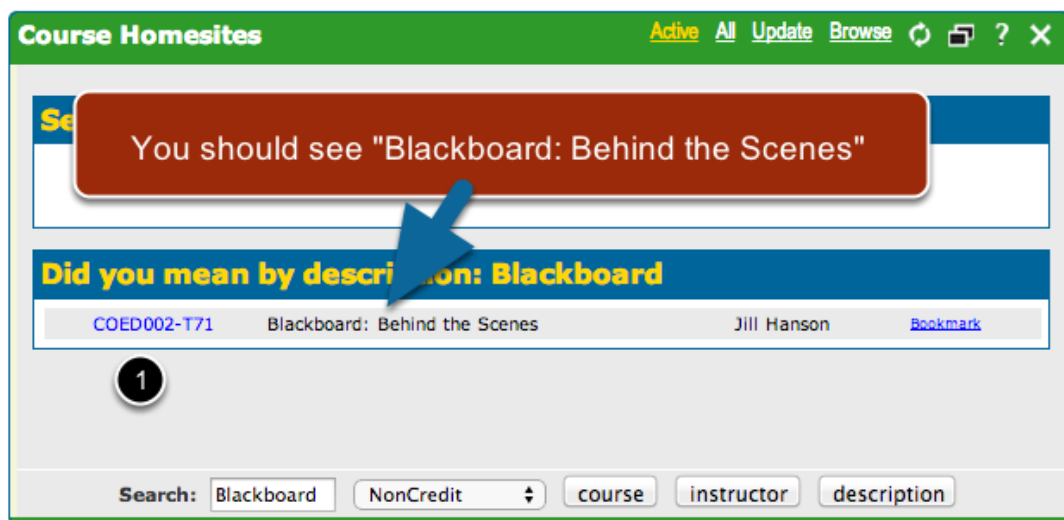
You will immediately be asked to update your profile. You don't need to add anything except please DO change your password to something you can remember! (1) Enter your new password and then scroll to the bottom of the page and click "OK." You may be prompted to enter a first and last name before clicking "OK."

Find Bb: Behind the Scenes



You are almost done! (1) Type "Blackboard" into the first search box. (2) Pull down the menu and, towards the bottom of the list you will find NonCredit. (3) Click on Course.

Click on Blackboard: Behind the Scenes



Click on the link for Blackboard: Behind the Scenes

Very IMPORTANT!!! Enter as a Student!!

CONNECTING TO BLACKBOARD

COED002-T71: Blackboard: Behind the Scenes

UAS Online » COED002-T71 » Connecting to Blackboard

Connecting to Blackboard

Enter as a STUDENT!!

You are not currently on the roster in this class.

Join as a: guest student

Do NOT enter as a guest. Only "students" will see all of the content and be able to take quizzes, surveys, view grades and perform lots of tasks. Make sure you enter as a student. That's it! You should be able to click around the Blackboard Behind the Scenes course.