



## Log in to Blackboard CE6

### What you need:

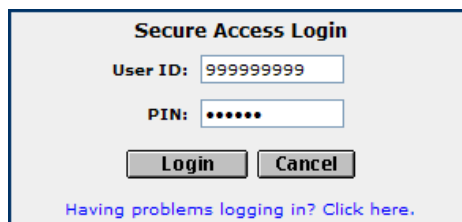
Student or employee ID number and PIN (how you registered online, or on your paystub)

**Note:** To go to a Communication Centre and/or Course Master, please see step #9 below.

1. From the College home page (<http://www.douglas.bc.ca/home.html>) click on the myDouglas link (or go to <http://mydouglas.douglas.bc.ca>)

LOG IN TO *myDouglas*

2. Log in to myDouglas
  - a. User ID: 9-digit student (or employee) number
  - b. PIN: your private Douglas College PIN  
**Note:** the default format is your birthdate DDMMYY. Occasionally the default may be the last six digits of your Student number



The image shows a 'Secure Access Login' form. It has two input fields: 'User ID:' with the value '999999999' and 'PIN:' with the value '\*\*\*\*\*'. Below the fields are two buttons: 'Login' and 'Cancel'. At the bottom of the form, there is a link: 'Having problems logging in? Click here.'

- c. Click **Login** button
  - d. If you have difficulties, please contact the Help Desk directly
3. In myDouglas, click on the **My Courses** tab

**My Courses**

then on **Click here to...** (left side)

**My Courses**  
[Click here to:](#)

4. In the list of course links
  - a. Choose the correct semester
  - b. Click on the course name link to enter the WebCT/Blackboard environment
  - c. **NOTE:** If you do not have a course listed, please go to step #9 below.

5. To go to another Blackboard / WebCT course:
  - a. Click **My Blackboard** (top right)

[My Blackboard](#)

- b. Click on the name link of another course
6. **Check Browser** (when logging in from home)
  - a. In **My Blackboard**, click **Check Browser** (top right)

[My Settings](#) | [Check Browser](#)

- b. If a large red **X** displays, follow instructions to correct the problem. Often this is to turn off pop-up blockers (frequent) and/or get the correct version of Java.
7. Change **personal settings** (check email address, etc.)
  - a. Click **My Settings** (top right)
  - b. Click **Edit Profile** button to add or correct your email address
  - c. Note: Do **NOT** change your password here.  
If you want to change your PIN go to myDouglas "My Courses" tab and "Online Self-Services"

8. When you've finished your Blackboard session, **Log out** (top right side) of Blackboard, then close the browser (otherwise you can't log back in again for two hours)

[Log out](#)

- a. ALSO, log out of myDouglas and close that browser window
9. To go to Communication Centres and/or Course Masters which are not listed in the My Courses tab and channel, go to:

<http://webct6.douglas.bc.ca>

- a. Type in your 9-digit ID number (student or employee) and PIN to log in to My Blackboard
  - b. Click on your course name link in the **My Courses** list
  - c. When done, log out, close all browser windows (as in step #8 above)