LOG IN TO BLACKBOARD

Log in to My Tri-C space

Go to [http://my.tri-c.edu](http://my.tri-c.edu).
Bookmark it, or add this URL to your “Favorites” folder in your Internet browser.

Go to the My Blackboard tab and click on the green **ENTER** button. The Blackboard login page will open in a new window.

If you get an “Access Denied” error when you click on the login button, you have not been loaded into the Blackboard system. Distance students are loaded into Blackboard approximately 2 weeks before the term begins and every two hours after the term begins.

- If you are a NEW USER to My Tri-C Space, make sure to **Read the NEW USERS information**

- If you have questions about logging into My Tri-C Space or your password, you will need to contact the 24/7 Helpdesk at (216) 987-4357.

Unfortunately, Distance Learning cannot assist you with portal questions or problems.
Log in to your Course Site

When you click on the GREEN ENTER button on My Tri-C Space the Welcome page will open in a new window. **THIS IS NOT YOUR COURSE SITE YET!**

Under "My Courses" you will find the name(s) of the course(s) in which you are registered. Click on the link of the course you want to enter to go to your course page.

Your course page automatically opens to the **ANNOUNCEMENTS** page. By default, you view only the last 7 days. Click tab “view last 30 days” or “view all” to see previous announcements.

Click on the Course Menu navigation (buttons or links on the left on the side) to find your course information, syllabus, assignments, documents, communication forums, assessments (quizzes), etc.

**NOTE: Each course site is unique and every instructor is different.** You will likely not have the same buttons as shown above in your actual course site(s). Do not worry! Just click on the button or links in your course site to see where your instructor has placed your course information and documents.

**You cannot change Your Blackboard Password**

Passwords changes must be made within **my Tri-C space**.

For assistance with passwords, you need to call the Helpdesk (216) 987-4357.

Distance Learning staff **cannot** help you with portal questions or problems.