

FTCC_MIS_024_v1.0
BLACKBOARD LOGIN

Date of Current Revision: February 2020
Primary Responsible Officer: AVP for MIS



1. PURPOSE

The purpose of this document is to define the procedures to login to Blackboard.

2. SCOPE

This procedure applies to all Fayetteville Technical Community College (FTCC) faculty, staff, and students.

3. ACRONYMS / DEFINITIONS

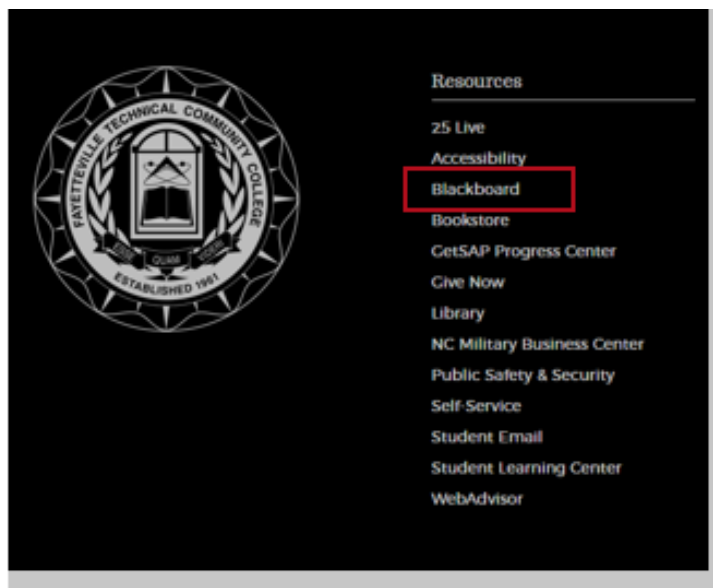
4. PROCEDURES

Login to Blackboard

4.1 Click this link: <https://faytechcc.blackboard.com/>

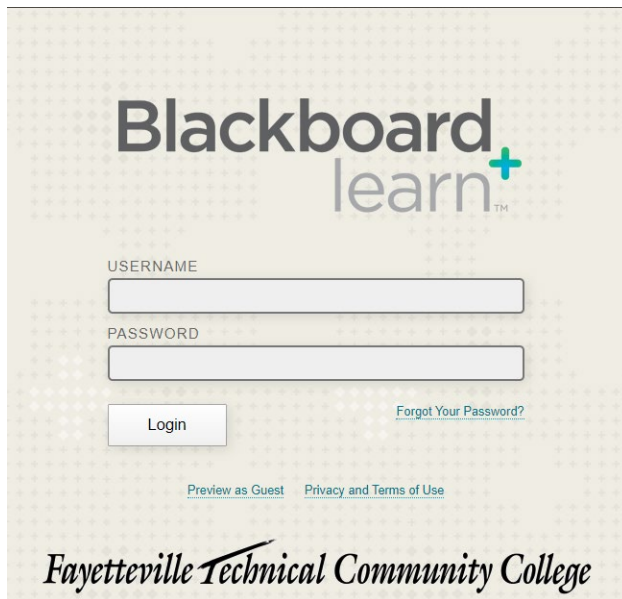
or

From FTCC's homepage (<https://www.faytechcc.edu/>), scroll to the bottom of the page and click on the "Blackboard" link under resources.

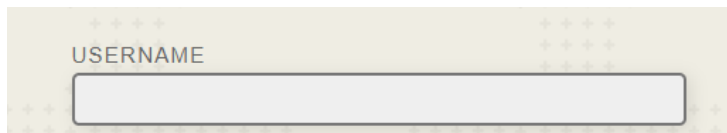


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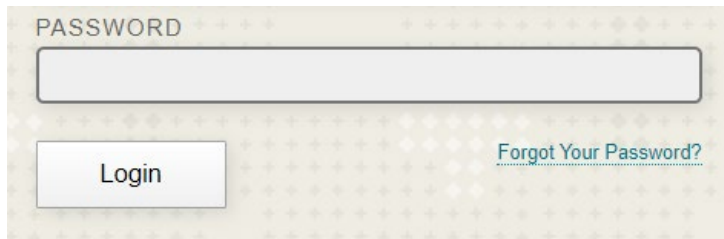


4.2 Enter in your username in the first box labeled “**USERNAME**”. Username format is the first seven letters of your last name then the first initial of your first name followed by the last four digits of your school ID number. Example: John Smith 1234 would be smithj1234.



4.3 Enter in your password in the second box labeled “**PASSWORD**”.

- Your Blackboard password is the same password you use to login to WebAdvisor, the campus Wi-Fi and campus computers.
- After entering in your username and password, click the “**Login**” button.



5. EXCLUSIONS / EXCEPTIONS
No approved exceptions exist at this time.

6. RELATED COLLEGE DOCUMENTS, FORMS, AND TOOLS

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7. DOCUMENT ADMINISTRATION

7.1. DOCUMENT OWNER

This document is owned by Management Information Services Office which is responsible for its content and maintenance. For questions or comments, please email help@faytechcc.edu.

7.2. DOCUMENT REVIEW

This document is subject to periodic review to validate the content remains relevant and up-to-date. Significant or material changes to this document must be submitted to the AVP for MIS and ISE for review and comment prior to adoption.

7.3. CHANGE HISTORY

Version	Description	Author	Date
1.0	Initial publication	PLS	2/18/2020

7.4. APPROVAL HISTORY

Version	Name	Title	Date
1.0	Pamela Scully	AVP for MIS	02/2020

8. APPENDIX

N/A