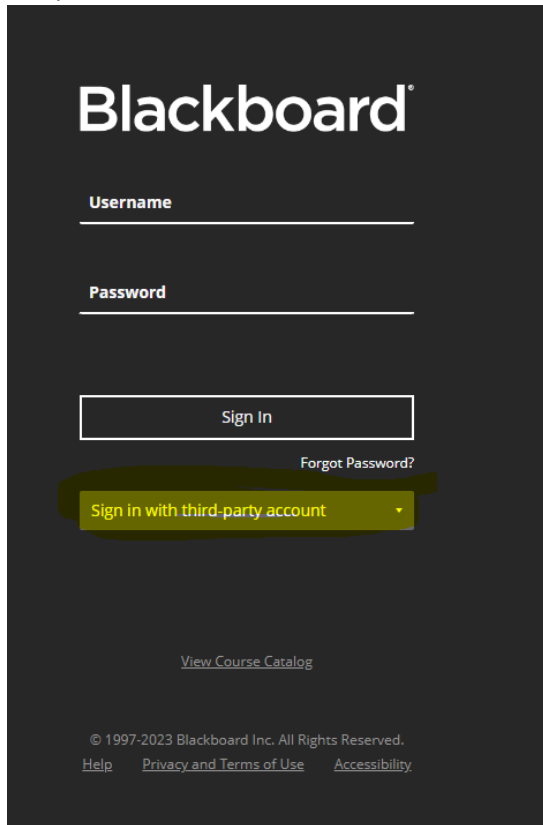


Effective December 13th, 2023 – Use your Shawnee Email account to login to Blackboard!!

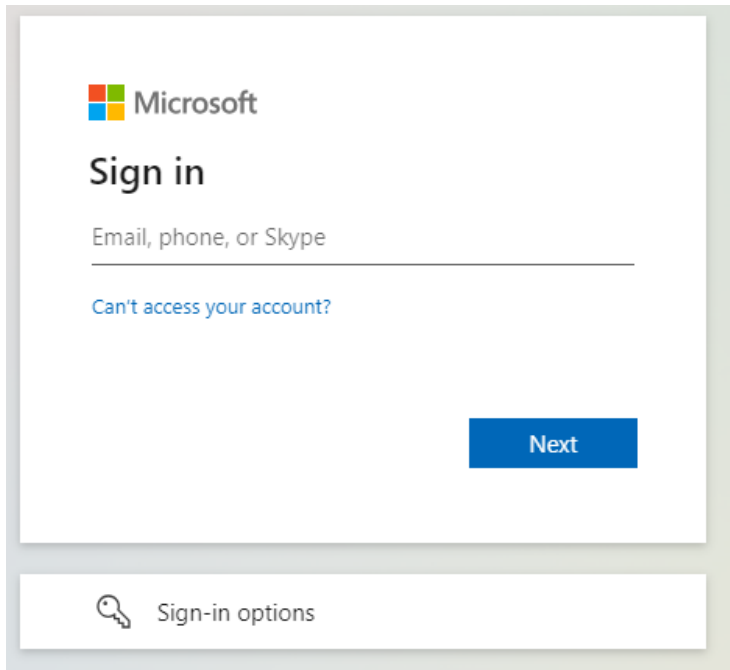
The Shawnee email account is the account with the format of username@mymail.shawnee.edu.

To log into Blackboard:

1. Go to the following link – <https://blackboard.shawnee.edu>
2. Click on the down arrow to the right of “Sign in with third-party account” and click on the link provided.

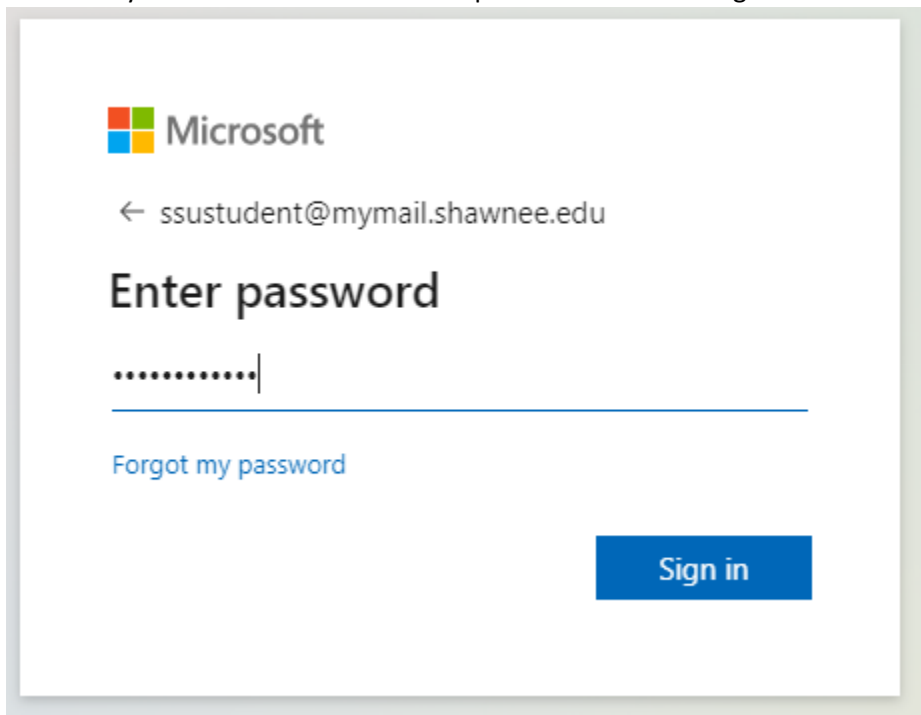


3. You will see the Microsoft prompt below, where you will need to enter your Shawnee email account (username@mymail.shawnee.edu) and click ‘Next’.



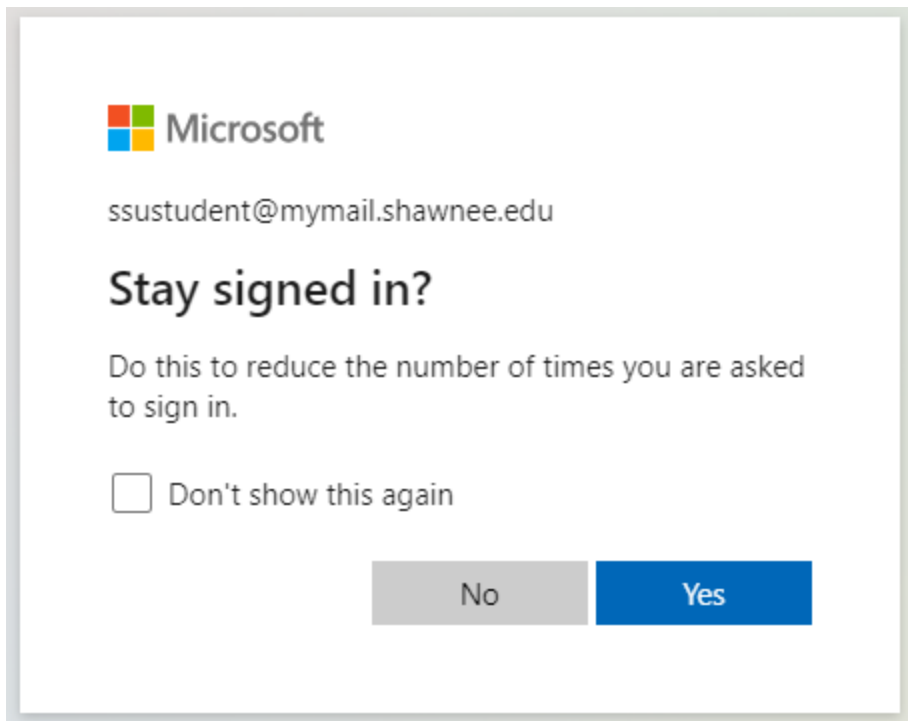
The image shows a Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold font. Underneath, there is a text input field with the placeholder text "Email, phone, or Skype". Below the input field is a blue link that says "Can't access your account?". At the bottom right of the main content area is a blue button labeled "Next". Below the main content area is a white box with a key icon and the text "Sign-in options".

4. Enter your Shawnee email account password and click 'Sign in'.

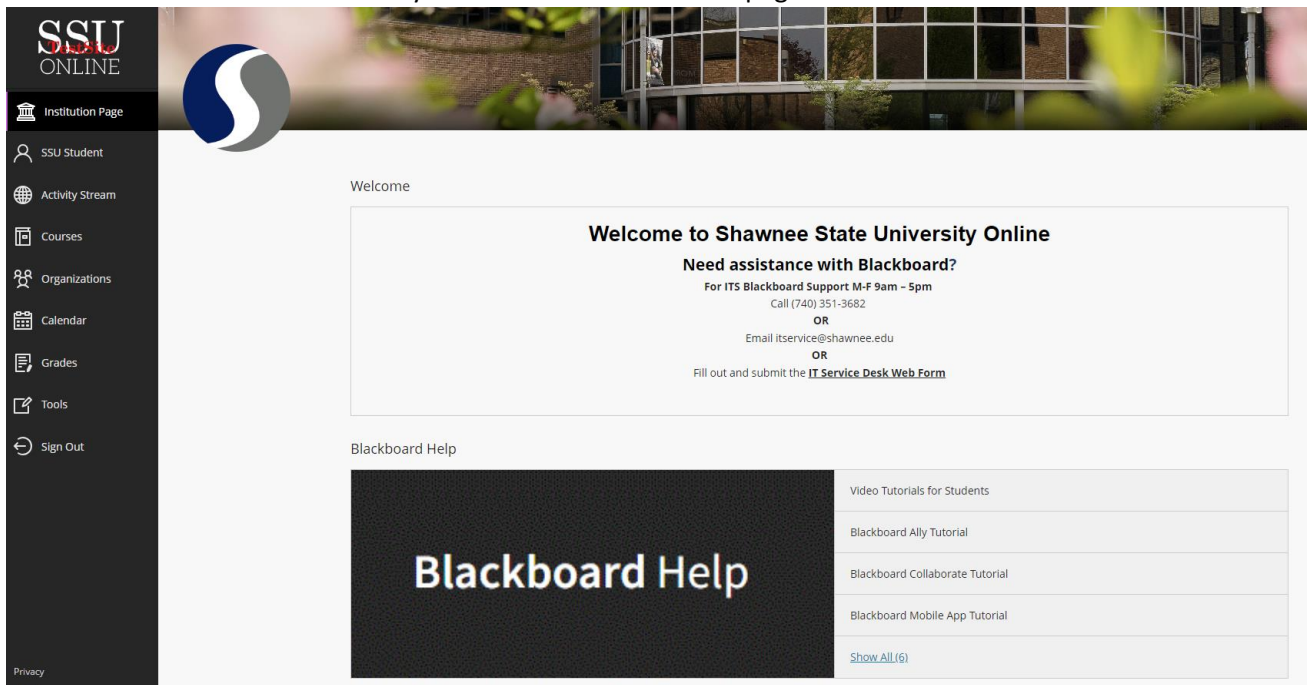


The image shows a Microsoft "Enter password" screen. At the top left is the Microsoft logo. Below it, the text "Enter password" is displayed in a large, bold font. Above this text is a back arrow icon followed by the email address "ssustudent@mymail.shawnee.edu". Below the "Enter password" text is a password input field with a series of dots and a vertical cursor. Below the input field is a blue link that says "Forgot my password?". At the bottom right of the main content area is a blue button labeled "Sign in".

5. The next box will ask if you want to 'Stay signed in?' If you are using a public computer, you should always answer 'No' but if you are on a personally owned computer you may select 'Yes'.



6. You will now be redirected to your Blackboard dashboard page.



7. When finished with your Blackboard page, please log out of Blackboard and close your browser.