What do I need to do to enter Blackboard for the first time?

If you are a CUNY student, faculty or staff member, a Blackboard account has been reserved for you. To access that account, it must be registered, by specifying your account preferences. Blackboard is accessed through the CUNY Portal.

To register your CUNY Portal account:

1. In your web browser, navigate to www.cuny.edu

2. Hover over Log-In, and Click on CUNY Portal from the drop-down menu

3. For your one-time account set up, click on Register for a New Account>> link
4. You will be given several options. Click on the appropriate link (Student, Faculty, or Staff)

![Select Role](image)

5. On the user validation screen, enter your first name, last name (case not important), your 9-digit Faculty ID number [Social Security number] and your birth date. Click the Next button

![User Validation](image)

6. On the following screen, confirm that the information you have entered is correct. Click Confirm if correct data is entered. If you made a mistake, click Cancel and re-enter your information

![Confirmation](image)
7. Enter a new password, and re-enter the same password to confirm (also note your Username, at the top – this username will be used to access Blackboard). Click **Save** to continue.

8. The system will return to the Portal Log-In. Enter your Username, and Password, and click on **Log-In**.
9. Click on the **Blackboard** link

10. Blackboard will open with the **Home** tab active. Courses you are teaching are displayed in the **My Courses** module. Organizations you are a member of will be displayed below in the **My Organizations** module.