

Instructions for Setting Your MSTC Network Account Password

Going through this process will activate your password for your MSTC network account, enabling you to change your password for Blackboard and for your MSTC network account (logging into computers on campus) without going through the HelpDesk.*

*This will **not** change passwords for MyMSTC Student Center or my.mstc.edu e-mail. Each of these accounts will have a different password.

Step 1: Initial Password Account Set Up

1. Go to the following website: <https://password.mstc.edu>
2. Enter your 8-digit ID number as the Domain Username.
3. Click **Go**
4. Enter your current password in the Domain Password box

- **New MSTC student:** Use your 8-digit ID or the password given to you by the HelpDesk.
- **Continuing MSTC students:** Use your network/**old** e-mail password as your current password or the password given to you by the HelpDesk. If you have never logged in to the old MSTC e-mail or a computer on campus, follow the instructions for New MSTC students.

5. Read the instructions in the New User Introduction
6. Click **Continue**
7. Choose your image. (*It is very important that you remember the image you chose.*)
8. Create a security word. (*Once again, make sure this is a word you can remember.*)
9. Click **Finish**

You have just completed the steps for activating your password account. If you are logging into Blackboard for the first time **since May of 2011**, you must continue with Step 2. Students using Blackboard during the summer of 2011 may skip step 2.

Step 2: Changing Your Password

1. Choose **Change My Password** from the choices
2. Type in your **current password**
3. Enter a new password, then re-enter it for verification. Note that the password must contain
 - 6 characters
 - Cannot be any of the last three passwords used
4. Click **Go**
5. Click **Log Off / Exit**

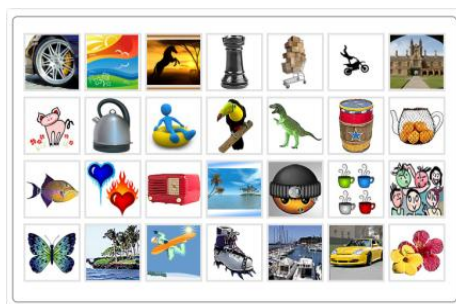
Please contact the HelpDesk at 877.4MY.MSTC (877.469.6782) if you continue to experience difficulty logging in.

Enter your Domain Username:

Enter your Domain Password:

Continue

Enter your 8-digit ID number here.



Select an account activity from the list below:

- Change My Password
- Change Portal Login
- Submit Help Request
- Log Off / Exit

Choosing a new domain password: Your password must be at least 6 characters long and contain at least 1 capital letter and one number or non-letter character. Also, your password cannot contain any part of your user name or last five passwords. Example passwords which meet this criteria are "P!@ssw0rd", "H3lo2u", "Myd0gSp0t", or "1!W33kend". Make it fun, think of something memorable and personable.

Enter new domain password

Re-enter new domain password

Go **Cancel**

ACCESSING YOUR ONLINE COURSE

How do I get to Blackboard?

To get to the MSTC Blackboard website, you have a couple of options.

1. You can go directly to the website by typing <http://mstc.blackboard.com> in the address bar of your browser.
2. You can go to the MSTC website <http://www.mstc.edu>, click on Current Students, then click on the Blackboard icon.

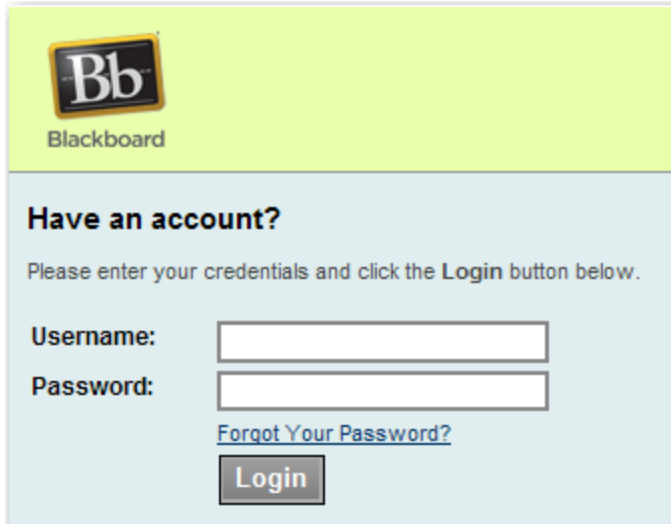


What are my username and password?

Your username is your 8-digit person ID number given to you at the Smart Start Orientation. If you did not attend the Smart Start Orientation, any correspondence you have received from admissions will have your ID in the upper right corner of the letter.

Use the information from the previous page to reset your password. The password must be reset prior to logging into Blackboard. You may also click on [Forgot Your Password](#) on the Blackboard login screen to set up your new Blackboard password.

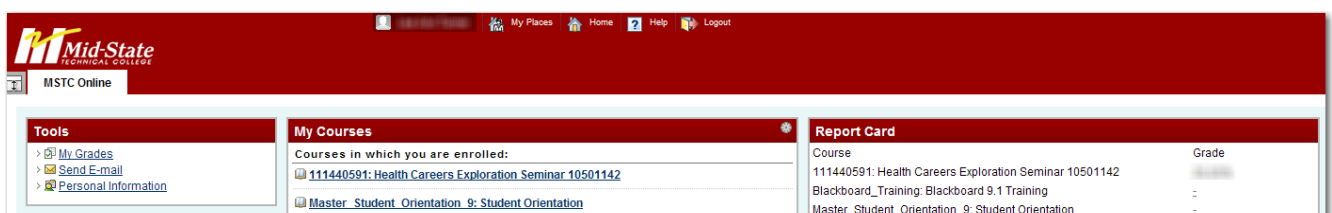
Anytime you change or update your password for the network, your password for Blackboard will automatically change.



The screenshot shows the Blackboard login interface. At the top left is the Blackboard logo. Below it, the text "Have an account?" is displayed. A prompt asks the user to "Please enter your credentials and click the Login button below." There are two input fields: "Username:" and "Password:". Below the password field is a link for "Forgot Your Password?". At the bottom of the form is a "Login" button.

What will I see when I login?

When you login to your course, you will see the your home page that includes tools, my courses, and a report card. If you login before your course start date, you will only see the student orientation. Your online courses will not appear in My courses until the course start date, refer to your schedule for start dates.



The screenshot shows the MSTC Blackboard home page. The top navigation bar includes "My Places", "Home", "Help", and "Logout". The main content area is divided into three sections: "Tools", "My Courses", and "Report Card".

Tools	My Courses	Report Card								
<ul style="list-style-type: none">My GradesSend E-mailPersonal Information	<p>Courses in which you are enrolled:</p> <ul style="list-style-type: none">111440591: Health Careers Exploration Seminar 10501142Master_Student_Orientation_9: Student Orientation	<table border="1"><thead><tr><th>Course</th><th>Grade</th></tr></thead><tbody><tr><td>111440591: Health Careers Exploration Seminar 10501142</td><td></td></tr><tr><td>Blackboard_Training: Blackboard 9.1 Training</td><td>-</td></tr><tr><td>Master_Student_Orientation_9: Student Orientation</td><td>-</td></tr></tbody></table>	Course	Grade	111440591: Health Careers Exploration Seminar 10501142		Blackboard_Training: Blackboard 9.1 Training	-	Master_Student_Orientation_9: Student Orientation	-
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ACCESSING YOUR MSTC STUDENT E-MAIL LIVE@EDU



MSTC uses Microsoft Live@edu for student e-mail. Visit <http://mstc.edu/email> for information and features available in the e-mail system.

Instructions for Accessing Live@edu for the First Time

1. Go to the URL: <http://my.mstc.edu>
2. Enter in your Windows Live ID. Format:
lastname1234@my.mstc.edu
 - Your Windows Live ID will be in the following format: up to 16 characters of your last name + last 4 digits of your **student ID** '@my.mstc.edu' without the quotes.
 - Example, a student whose name is Brad Jones with a **student ID** of 12345678 will enter:
jones5678@my.mstc.edu into the Windows Live ID box.
3. Enter in your temporary password. This will be your **student ID**. In the example above, it will be 12345678
4. Click Sign in. You will be prompted to change your password.
 - Enter in your temporary password again in the password box.
 - Type in a new password in the new password box. **Remember your new password as this will be the one you will use from now on to login to Live@edu.**
 - Retype your new password in the retype new password box.
 - Click Submit
5. You will be required to login again with your new password.
6. Once you login, please choose the appropriate Time Zone and then click OK. You should only have to do this once.

sign in

Windows Live ID:
jones5678@my.mstc.edu

Password:
••••••••

[Forgot your password?](#)

Keep me signed in

Sign in

*Required fields

Verify your information

Windows Live ID: jones5678@my.mstc.edu
[Sign in with another Windows Live ID](#)

*Password: ••••••••
[Forgot your password?](#)

Change your password

*Type new password: ••••••••
Six-characters minimum; case sensitive

Password strength: **Strong**

*Retype new password: ••••••~••••••
 Make my password expire every 72 days

Submit Cancel