

## **Non-Degree Student Computer and Blackboard Accounts**

After the non-degree student has paid and registered for class(es), s/he goes to Baltimore Hall Help Desk and fills out the Computer Account form (Included in your form received after applying). After a minimum of 24 hours (needed for the system to update and the request to be processed), the student can return to the Baltimore Hall Help Desk to receive his/her password and ID card.

## **Blackboard**

Within 24 hours of a student's registration for a course, the student will have access to the individual course in Blackboard IF the instructor has added the course to Blackboard.

Blackboard can be accessed one of two ways. Users can:

Enter the url: <u>blackboard.smcm.edu</u> into their browsers's address bar.

OR

Access the system via InsideSMCM:

- 1. Access <u>InsideSMCM</u> from the St. Mary's College of Maryland site.
- 2. Click Blackboard icon:

## Logging in to Blackboard

Blackboard 9 requires valid SMCM network credentials, this is the password and username combination required to sign in to your Portal and SMCM Google Apps accounts.

- 1. Navigate to the SMCM Blackboard login page.
- 2. Enter your SMCM username and password in the appropriate boxes.

