Accessing Blackboard

1. Click on CazNET on Cazenovia College’s Homepage

Log into CazNET

1. Type in your Username
2. Type in your Password
3. Click Log In button
4. Click on Blackboard Icon in upper right corner of screen.
Login Blackboard

1. Type in Username*
2. Type in Password**
3. Click Login button

Notes:

* Username is the same as you used to log into CazNET.
** After you have log into Blackboard, you are REQUIRED to change your password. Instructions are found on the My Institution Tab in this documentation.
**Student’s Homepage**

![Image of the Student Homepage](Image.png)

**My Institution Tab**

My Institution tab contains tools and information specific to each user’s preferences. This area can be customized to a student’s preferences. For more information, see the Blackboard Learning System Student Manual on our Blackboard website.

- **Announcements**
  - Where your professor will post announcements for your course
- **View Grades**
  - View your grades for the course
- **Send E-mail**
  - Send an e-mail to people enrolled in course or your instructor
- **Personal Information**
  - Change your password
Change your Password

1. Click on *Personal Information* link on My Institution Tab

2. Click on *Change Password* link

3. Type in a new password
4. Re-type the password to confirm
5. Click *Submit* button
6. Click *OK* button to bring you to the Personal Information page
7. Click *OK* button to bring you to My Institution Tab
Computer Requirements

Browser Requirements

<table>
<thead>
<tr>
<th>Browser</th>
<th>Version(s)</th>
<th>Operating System(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet Explorer</td>
<td>7 &amp; 8</td>
<td>Windows</td>
</tr>
<tr>
<td>Mozilla Firefox</td>
<td>3.0 and higher</td>
<td>Windows and Mac</td>
</tr>
<tr>
<td>Safari</td>
<td>2 and higher</td>
<td>Mac</td>
</tr>
<tr>
<td>Opera</td>
<td>Not Supported</td>
<td>Not Supported</td>
</tr>
</tbody>
</table>

Sun Java Requirements

- To use Blackboard, you need to have Java installed on your computer
- Need version 5 (1.5.0_12) or later

Browser Settings

- **Enable JavaScript**
  - Make sure you have an up to date version.
- **Accept all Cookie**
  - To enable this you have to adjust your preferences in the browser.
- **Disable Popup Blockers**
  - If you cannot see the window it is possibly because the popup was stopped. You should then add it to the exceptions list.

FAQs

- **I don’t see the course I’m enrolled in when I login to Blackboard.**
  - Your instructor may not have made the course available; please contact your instructor.
- **I forgot my Blackboard password, what do I do?**
  - Contact the Support Desk at 655.7777; send an email to support@cazenovia.edu or your instructor can also change your password for you.