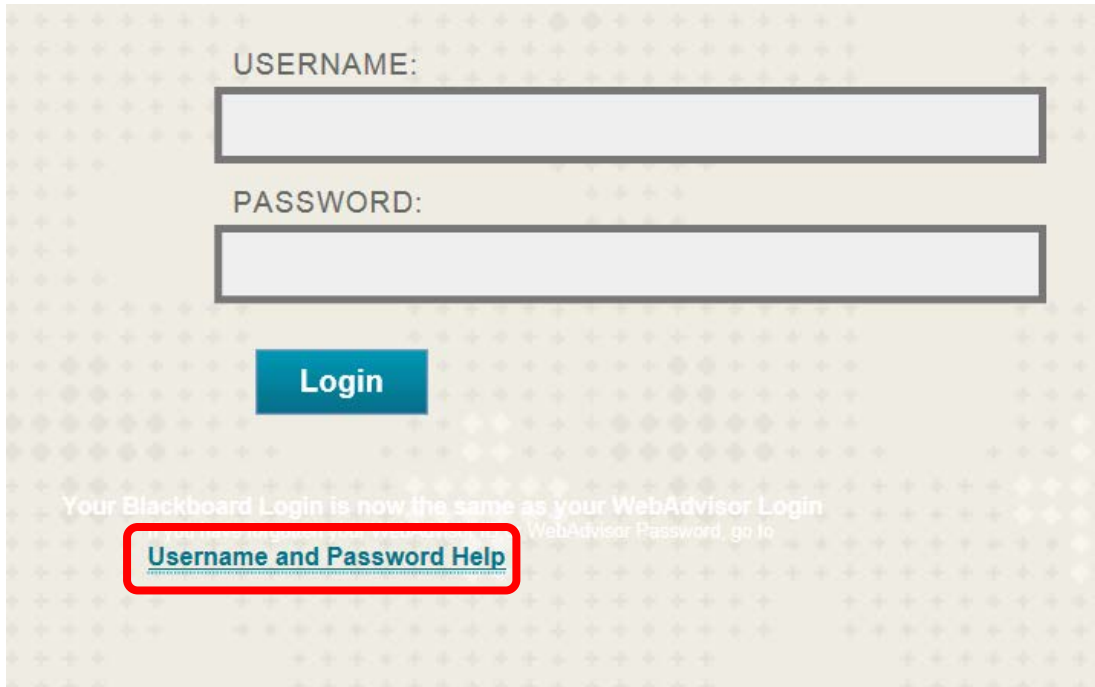


Blackboard User ID / Password Help

To Find the Blackboard User ID:

1. Blackboard uses the Web Advisor User ID and password. For help with the User Name or password, click the “Username and Password Help” link on the Blackboard login page.



USERNAME:

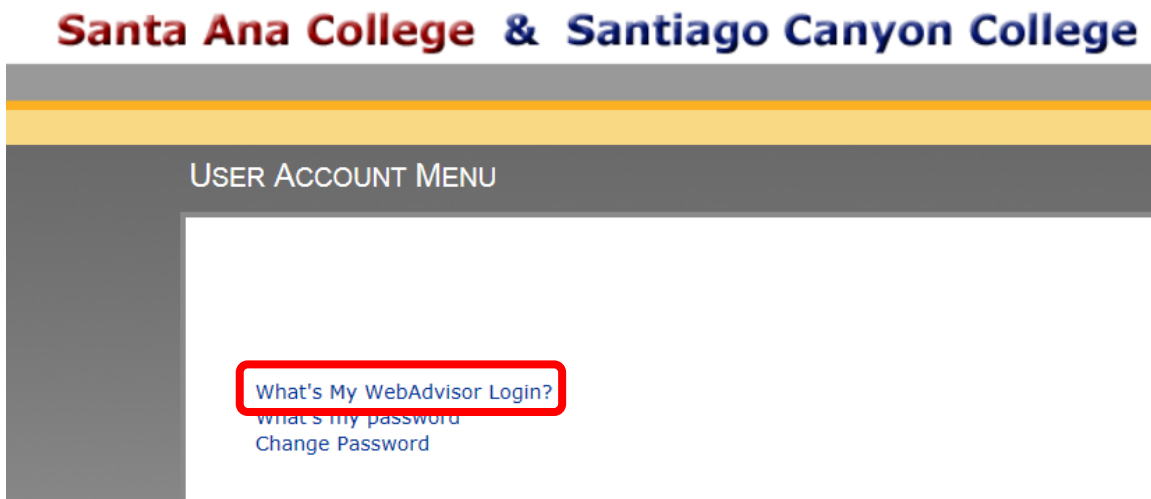
PASSWORD:

[Login](#)

Your Blackboard Login is now the same as your WebAdvisor Login
WebAdvisor Password, go to

[Username and Password Help](#)

2. This link will redirect to the Web Advisor User Account Menu. To find the Web Advisor / Blackboard User ID, click the “What’s My Web Advisor Login” link.



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USER ACCOUNT MENU

[What's My WebAdvisor Login?](#)
[what's my password](#)
[Change Password](#)

3. Enter your Last Name in the “Last Name” field and **either** your Social Security Number in the “SSN” field **or** your 7-digit Datatel Employee or Student ID number in the “Student Number” field. Click “Submit” to continue.

What's My WebAdvisor Login?

In order to retrieve your WebAdvisor Login you must fill in your last name and one of the two additional identifying numbers.

* = Required

Last Name*

SSN

OR

Student Number

SUBMIT

* = Required

Last Name*

SSN

OR

Student Number

* = Required

Last Name*

SSN

OR

Student Number

4. Web Advisor will display the User ID. Click “OK” to continue. The will return to the Web Advisor Home Page.

Here's Your User ID

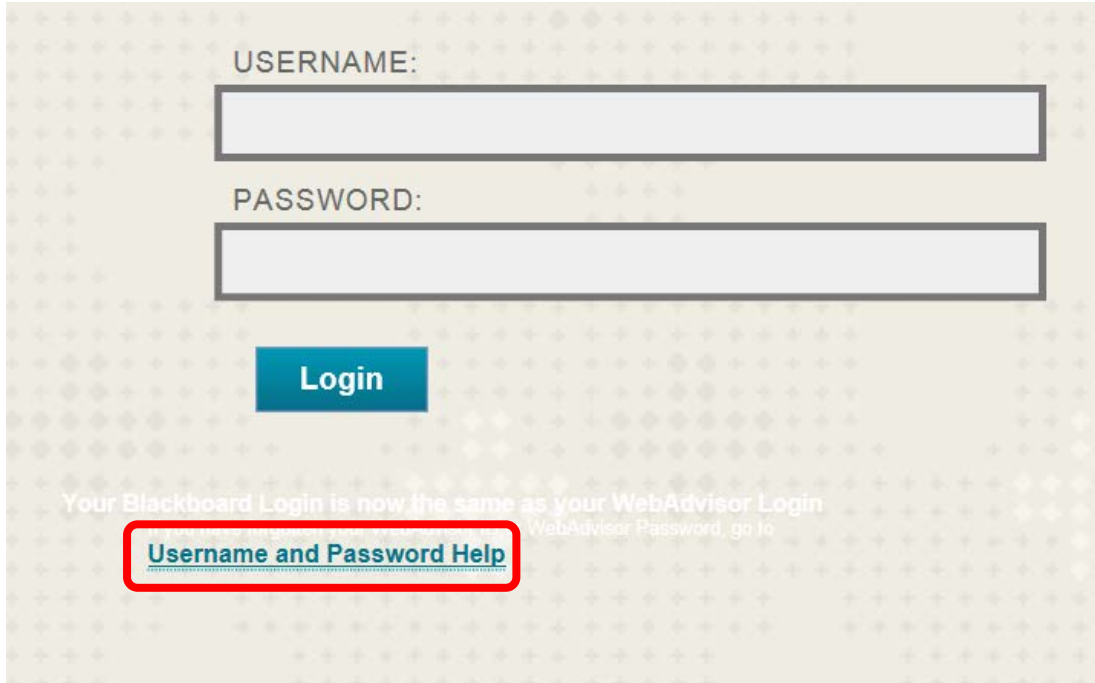
WebAdvisor Login:

OK

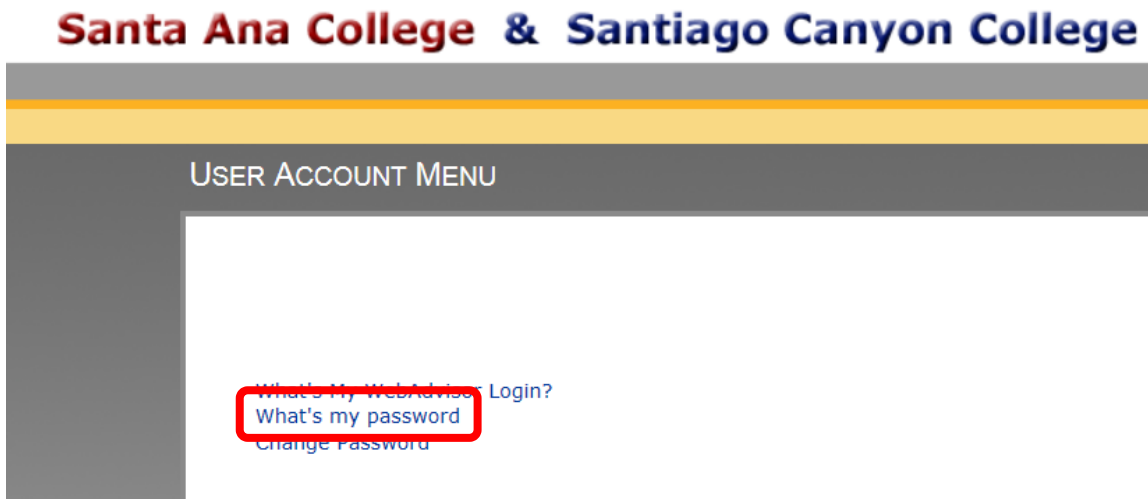
5. Return to the Blackboard login page at <https://rscdd.blackboard.com> to log in.

To Reset the Blackboard Password or View the Password Hint:

6. Blackboard uses the Web Advisor User ID and password. For help with the User Name or password, click the “Username and Password Help” link on the Blackboard login page.



7. This link will redirect to the Web Advisor User Account Menu. To find the Web Advisor / Blackboard User ID, click the “What’s My Password” link.



8. To view the password hint, click the “I might remember: Show my password hint” link.

What's my password

[I might remember, show my password hint](#)
[I don't remember, reset my password](#)

OK

9. Enter the Web Advisor User ID in the “Web Advisor Login” field, then click “Submit” to continue.

Show my password hint

* = Required

WebAdvisor Login*

Enter Web Advisor User ID

SUBMIT

10. The next page will display the Password Hint entered for the User ID. Click “OK” to continue.

Here's your password hint

The password hint for td12345 is: Elementary School

OK

11. To reset the password, click the “I don't remember: Reset my password” link.

What's my password

[I might remember, show my password hint](#)
[I don't remember, reset my password](#)

Click to reset the password

OK

12. Enter your Last Name in the “Last Name” field and **either** your Social Security Number in the “SSN” field **or** your 7-digit Datatel Employee or Student ID number in the “Student Number” field. Click “Submit” to continue.

Reset my password

In order to retrieve your WebAdvisor Login you must fill in your last name and one of the two additional identifying numbers.

* = Required

Last Name*

Enter your last name

SSN

OR

Student Number

Enter either your SSN **or** Datatel ID #

SUBMIT

* = Required

Last Name*

SSN

123456789

OR

Student Number

* = Required

Last Name*

SSN

OR

Student Number

1234567

13. Next, select an Email address from the pull down menu to send the temporary password to. Click once to select the Email address, then “Submit” to continue.

NOTE: This feature will only work if there is an Email address entered in Web Advisor.

Select an e-mail address

* = Required

Send my temporary password to this email address*

Click to select
Email address



SUBMIT

* = Required

Send my temporary password to this email address*

SUBMIT

14. A confirmation page will appear to indicate that a temporary password was Emailed. Click “OK” to continue.

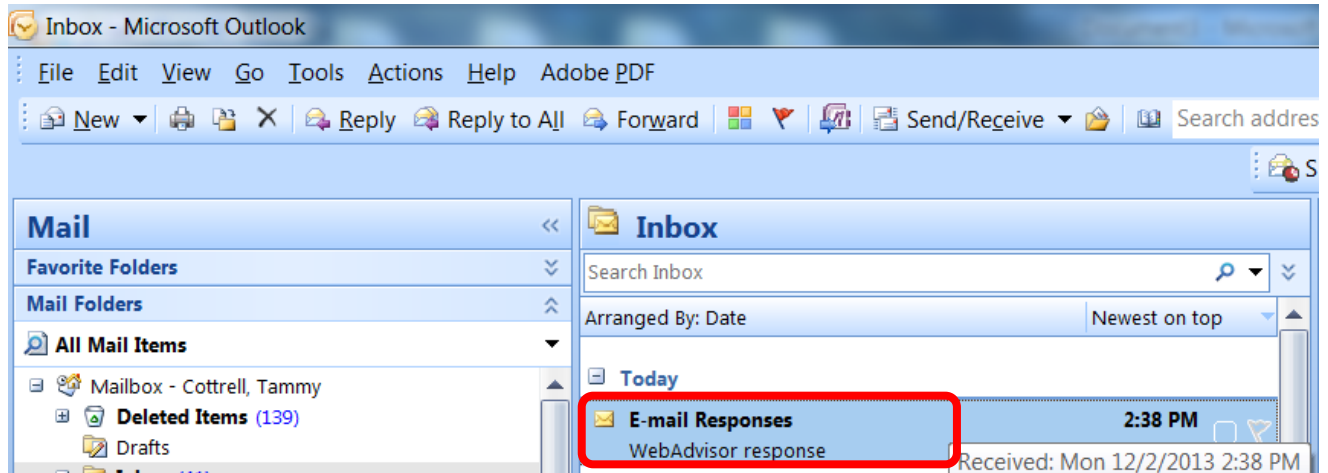
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Reset Password Confirmation

Your temporary password will be sent to this e-mail address immediately: tc12345@rsccd.edu

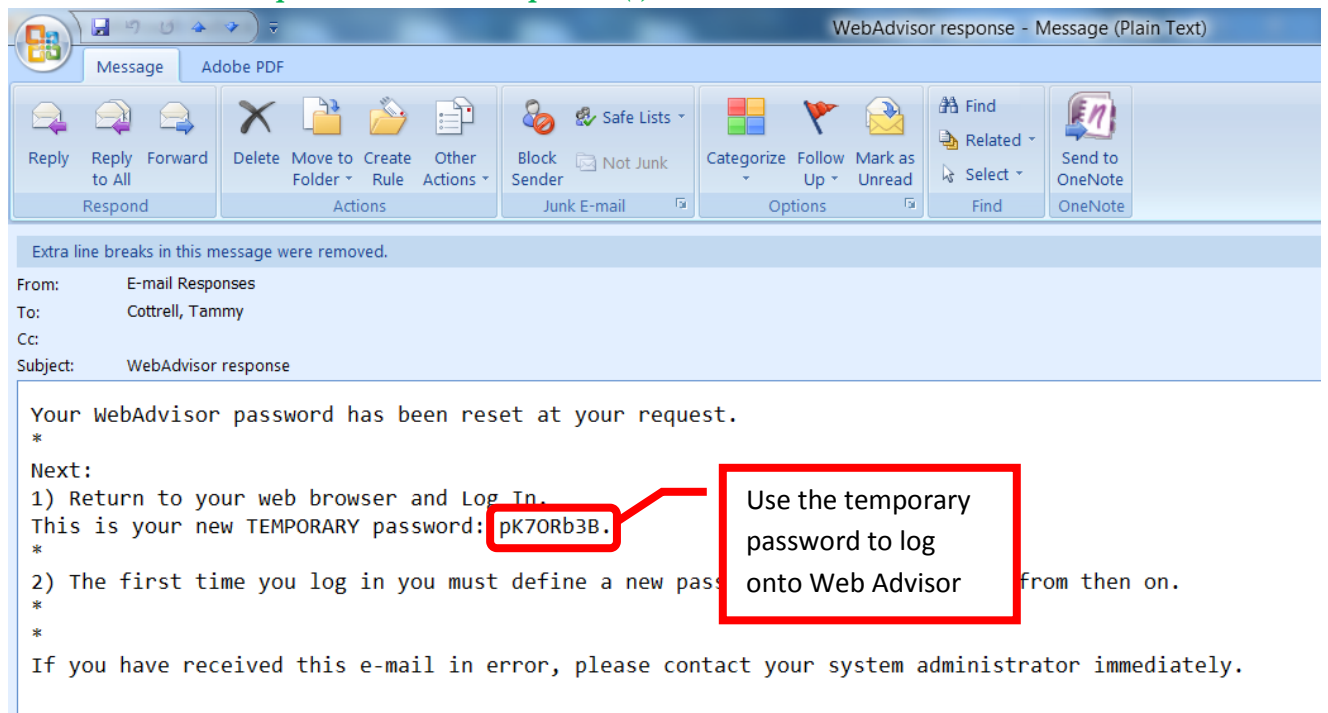
OK

15. An Email from “Email Responses” with the subject line “Web Advisor Response” should appear in the requested Email Inbox.



16. The Email will contain a temporary password. Use this password to log onto Web Advisor. The password will be required to be changed at the first login.

NOTE: The period (.) at the end of the temporary password is not part of the password. Do not include it when trying to log into Web Advisor. In the example below, the password would be entered as pK7Orb38 with no period (.) at the end.



Web Advisor / Blackboard Password Requirements: The password must be between six (6) and nine (9) total characters (letters, numbers, special characters). The password must start with a letter, contain at least two letters, one capital letter, and one number. Special characters (e.g. * & ^ % \$ # @ ! ?, etc.) may be used. The new password cannot resemble the User ID, the word password, or have more than three (3) total characters in common with the previous three (3) passwords.

17. Once the password has been changed in Web Advisor, return to the Blackboard login page at <https://rsccd.blackboard.com> to log in. Use the new password to log into Blackboard.