

## **Student: How to Access VU Blackboard 6**

**Step 1** – The best method to access the Blackboard server is to go through the VU homepage. This method is preferred because it takes you to the VUBlackboard login page where you may view the server status and Blackboard tutorials. Begin by going to [www.vinu.edu](http://www.vinu.edu). Then click on the Blackboard icon located in the menu on the left of the screen. Once there click on the Ecampus Bb Server “LOGIN” button.

**(Note: Please make sure you are logging into Blackboard not MyVU, these are two separate systems.)**

**Step 2** – Click on the “Login” button on left side of the screen. On the next screen type your username in the “**USERNAME**” box. You should have received a username and password to enable you to access the MyVU. **The MyVU username is the same username you will use to access the VUBlackBoard.** For example if your MYVU email address is [jdoe@myvu.vinu.edu](mailto:jdoe@myvu.vinu.edu) then your username for Blackboard would be jdoe.

Your default **VUBlackBoard password is your 9 digit “Banner ID” beginning with “A”.**

If you have not yet received your MyVU username or Banner ID, you may contact Records at 812 888-4220 or [records@vinu.edu](mailto:records@vinu.edu). Then click on the Login” button.

**Step 3** – Once you have logged in, you should see Welcome “your name”. This is on the My Institution page.

**Step 4** - Look to the right side under My Courses, then you will see the Courses you are enrolled in.

**Step 5** – Click on the link which has the name of the course you wish to access.