



SOUTH TEXAS  
COLLEGE

# BLACKBOARD INSTRUCTIONS FOR DUAL CREDIT STUDENTS

As you prepare for your online course(s), South Texas College has developed *Blackboard Instructions* to serve as a resource guide for you. South Texas College has also launched the *Keep Learning Toolkit* website to provide you with available resources and support to successfully complete your semester. Communication is essential, therefore, make sure to contact your Faculty member with any questions or concerns.

## USERNAME & PASSWORD

- For first-time Blackboard users, please follow the “*Activate My Account*” steps below to setup your Blackboard account.
- Your Username is the first part of your email address  
(ex: email - jerrythejaguar@stu.southtexascollege.edu; username – jerrythejaguar)

## ACTIVATE MY ACCOUNT

**Step 1:** Select Chrome or Firefox as your internet browser

**Step 2:** Copy and paste this link onto your internet browser [mypassword.southtexascollege.edu](https://mypassword.southtexascollege.edu)

**Step 3:** Click on the green button labeled “Activate My Account”



**Step 4:** Complete the account setup using your provided username and temporary password **Ammddy#####!** (this is the format for your temporary password)

- Capital A
- Date of birth (2 digits for the month, 2 digits for the day, last 2 digits of the year)
- Last 4 digits of your "A Number" (student ID number)
- Then add an exclamation mark (!)

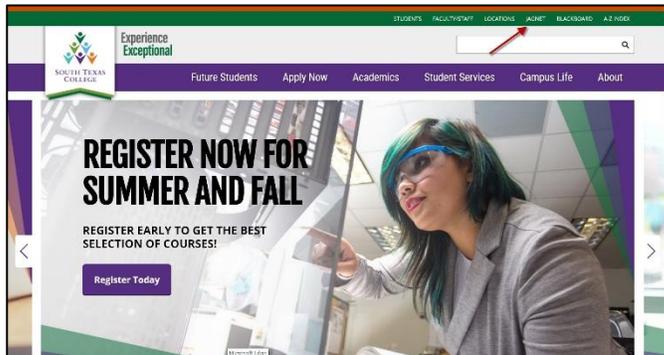
**Step 5:** Once complete, you can log-in to Blackboard to access your courses

## BLACKBOARD LOG-IN

**Step 1:** Select Chrome or Firefox as your internet browser

**Step 2:** Copy and paste this link onto your internet browser [southtexascollege.edu](http://southtexascollege.edu)

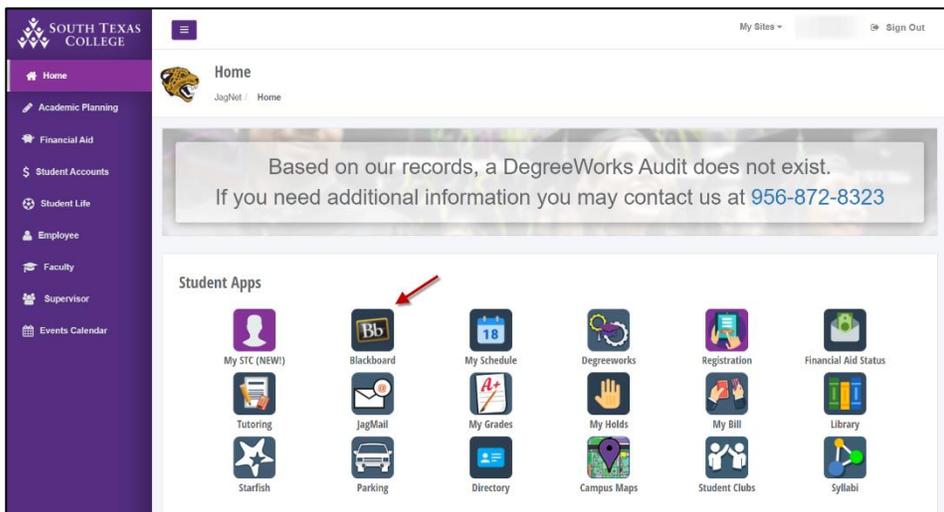
**Step 3:** Once on the College homepage, click on the JagNet button on the top right corner



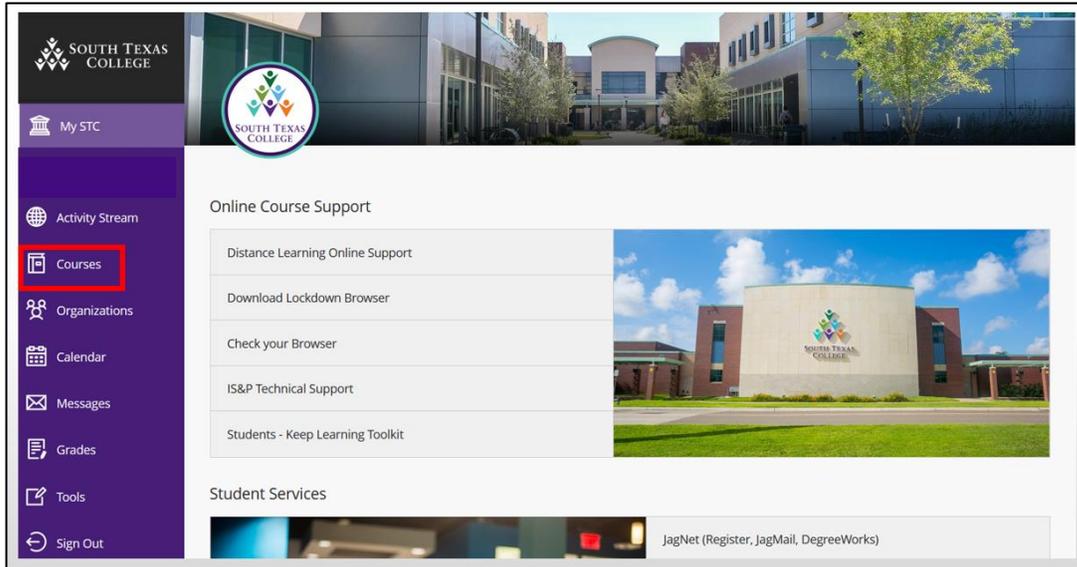
**Step 4:** A new screen will pop up. Insert your username and password to sign-in



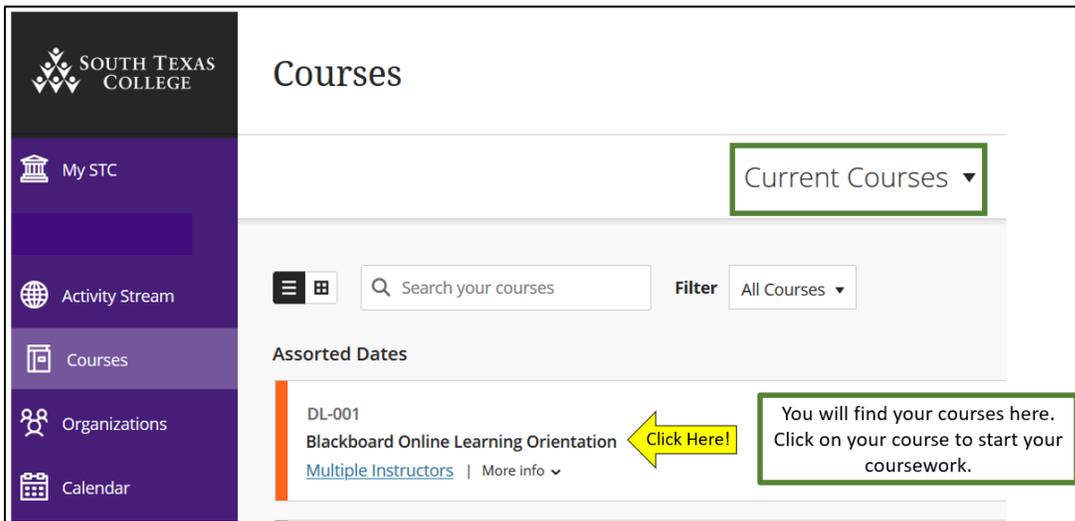
**Step 5:** Once on JagNet, click on the **Blackboard Icon** under the Student Apps section



**Step 6:** A new window will pop up – which is Blackboard. On the left-hand side, please click on “Courses”.



**Step 7:** Towards the middle of the page, you will see a drop-down menu. Click on it and select “Current Courses”. A list of your courses that you are registered for, will appear. Click on your course to start your coursework.

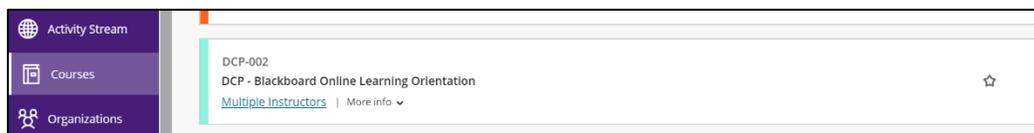


For support questions contact:  
[support@southtexascollege.edu](mailto:support@southtexascollege.edu)  
Phone: 956.872.2598

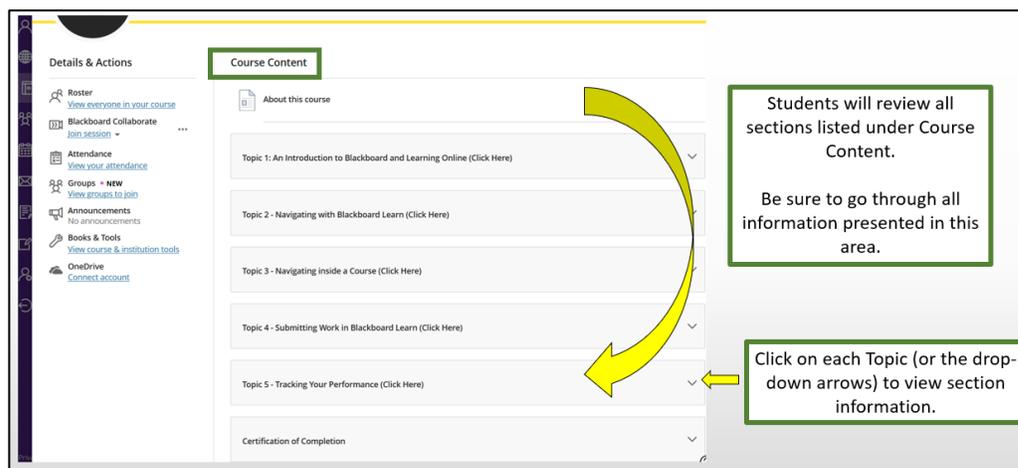
## BLACKBOARD STUDENT ORIENTATION (all students must successfully complete the orientation)

**Step 1:** Log-in to Blackboard (follow the “Blackboard Log-in” steps above)

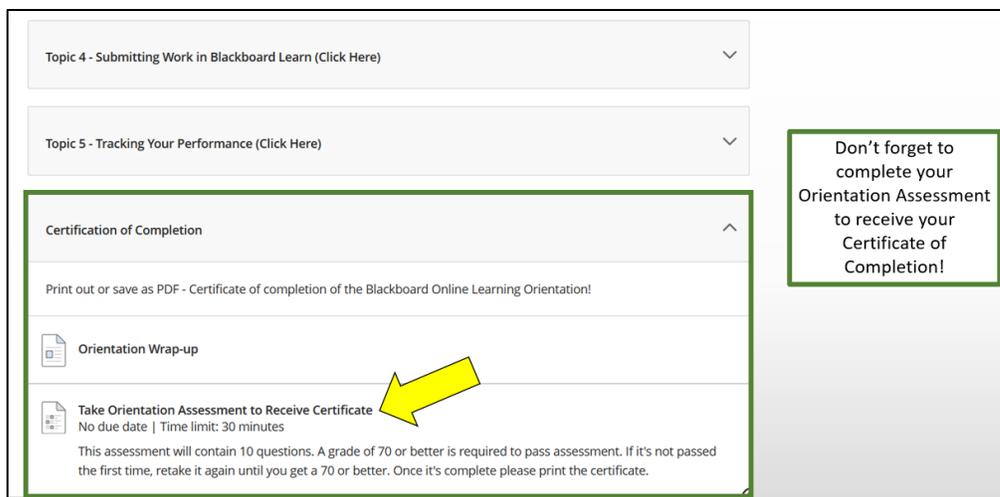
**Step 2:** Once logged-in, you will see a course titled “DCP: Blackboard Online Student Orientation”



**Step 3:** Click on the course title to review the orientation sections and practice on a mock course. Click on each topic to view the section information.



**Step 4:** After you have reviewed all the Topics section information, you will take the Orientation Assessment to receive a Certificate of Completion.



For support questions contact:  
[support@southtexascollege.edu](mailto:support@southtexascollege.edu)  
 Phone: 956.872.2598

## BLACKBOARD SUPPORT

If you are having any issues with logging-in or have any questions regarding Blackboard, you can contact Blackboard Support at the number or email provided below. Support is available 24 hours a day, 7 days a week.



 <h3>Phone</h3> <p><a href="tel:956-872-2598">956-872-2598</a> Press 1 for Support</p>	 <h3>Email</h3> <p><a href="mailto:support@southtexascollege.edu">support@southtexascollege.edu</a></p>	 <h3>Hours</h3> <p>24 Hours A Day 7 Days A Week</p>
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**KEEP LEARNING TOOLKIT:** This toolkit was developed to provide students with resources, services, tips, and tools to support your online learning.  
<https://www.southtexascollege.edu/keep-learning/>