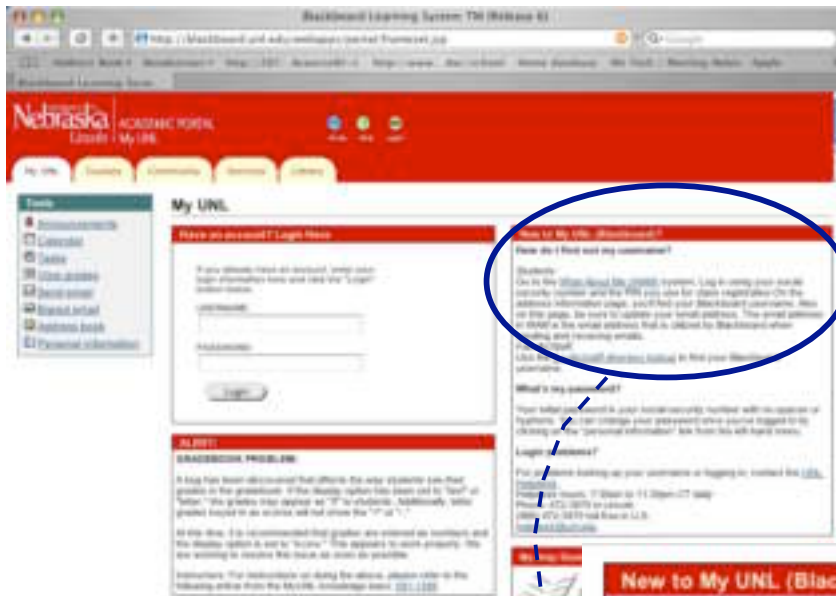


## Blackboard Frequently Asked Questions by Students

### Where is Blackboard?

Start by opening your web browser (E.g. Internet Explorer or Netscape) and go to <http://blackboard.unl.edu>

### How do I find my login information?



You can access all of your information by starting with the main Blackboard page.

Go to the [What About Me \(WAM\)](#) page.

**New to My UNL (Blackboard)?**

**How do I find out my username?**

**Students:**  
Go to the [What About Me \(WAM\)](#) system. Log in using your social security number and the PIN you use for class registration. On the address information page, you'll find your Blackboard username. Also on this page, be sure to update your email address. The email address in WAM is the email address that is utilized by Blackboard when sending and receiving emails.

**Faculty/Staff:**  
Use the [faculty/staff directory lookup](#) to find your Blackboard username.

**What's my password?**

Your initial password is your social security number with no spaces or hyphens. You can change your password once you've logged in by clicking on the "personal information" link from the left-hand menu.

**Login problems?**

For problems looking up your username or logging in, contact the [UNL Helpdesk](#).  
Helpdesk hours: 7:30am to 11:30pm CT daily  
Phone: 472-3970 in Lincoln  
(866) 472-3970 toll-free in U.S.  
[helpdesk@unl.edu](http://helpdesk@unl.edu)

Log in using your social security number and the eNroll PIN you use for class registration.

WAM!  
WHAT ABOUT ME?

If you are on any computer which is used by multiple users, it is your responsibility to quit the browser application to protect your privacy. For any questions, problems, or more information, please take a look at the [help](#) pages.

WAM! Hours of Availability

My Admissions My Bill My Records My Registration My Financial Aid

Log in to use these services.

**Registered Students**

Student ID:

PIN:  LOGON

Enter your 9-digit student ID number, usually your social security number (no dashes) followed by your 4-digit pin number (the one given to you for NRoll).

**Prospective Students**

Student ID:

Name:

Birthdate:  LOGON

Enter your social security number (no dashes) OR your name (enter just your last name or last name and a part of your first name. e.g. Smith John or Smith J). Then, enter your birthdate (mmddyyyy).

On the address information page, you'll find your Blackboard username.

### What is my Blackboard password?

Your initial password is your social security number (no spaces or hyphens).

### How do I change/update my email address inside of Blackboard?

You will again need to use the "What About Me?" site. Once you enter your Student ID and eNroll pin number, you will be prompted for your current email address. This information will automatically update the Blackboard information at midnight each night.

## How can I send files from school to my home machine or send a file to the instructor?

Every Blackboard course has the possibility of a file server to store files and retrieve them at a later moment.

This tool is called the Digital Dropbox.

This is a private storage area where *only you* have access to the files you upload.

The Digital Dropbox also gives you the capability of sending files to the instructor.



You can access your Digital Dropbox through the **TOOLS** section of the course you are taking.

This is a good tool to use for especially large files that could cause potential errors by trying to send through email communication.

## I don't want my email and other personal information visible to other students?

Email visibility for other students is controlled through a your **PERSONAL INFORMATION** settings. You can access this area from the **TOOLS** section of any course or from the MyUNL page.

Select **SET PRIVACY OPTIONS**. Select from the list the information you want visible to your classmates.

*Note:* To send communication to other students through email, use the **COMMUNICATIONS** options and send your email through the web browser. Even though an email may be made private, the course settings will allow the user to send messages to the email students have on record.