WMC Procedure for Students for Blackboard

2. To access the GuestID Registration form, you will be prompted to enter a special user name – "blackboard" and password – "getguestid"

I. Completing the GuestID Registration Form

1. Fill in your first and last name.
2. Your GuestID will be constructed from your name. For example, if your name is John Doe, your GuestID will be "john.doe". Spaces, numbers, and punctuation (except for hyphens) will be removed. So, if your name is "Mary Jane O'Donnell-van Zandt", your GuestID will be "maryjane.odonnell-vanzandt". If your name is John Carter Jr., your GuestID would be "john.carterjr". For this reason, you may want to think about how you enter your name. You'll have the opportunity to modify your name - but not the GuestID - later.
3. Enter your email address.
4. Pick a password you'd like to use. You'll need to enter it twice. The password is case-sensitive, and must contain at least 8 characters. It must have at least one upper case letter, one lower case letter, and one number.
5. To facilitate forgotten passwords, enter your birthday (month and day, not year), choose a hint question from the list, and provide your answer to the hint question. You will need this if you forget your password!
6. Select your Blackboard course from the list provided. If your course isn't listed, choose "Other".
7. To help prevent unauthorized use of the Registration form, you'll need to enter the characters specified in a graphic. This part is not case-sensitive. Every time the form is displayed, a different graphic appears.
8. Read through the "Terms of Use", and click the "I Agree" button.

II. What Happens Next

1. After you fill out the form, you will almost immediately receive an email asking you to confirm that you want a GuestID. Click on the link in the email. You'll be taken to a web page where you'll confirm your birthday, and click on "Submit".
2. Then you'll get another email letting you know that your GuestID has been created.

III. Enrolling To a Course

So, you've registered for a course that has a Blackboard site, and your professor has asked you to "enroll" in the site. Here's how:

1. Find the site - If you aren't already logged into Blackboard, go to http://blackboard.cornell.edu, which is the main entry point for Blackboard.
2. Click the "Login" button. This will take you to your "My Blackboard" page.
3. Click on the "All Blackboard Sites" tab along the top of the page.
4. To the right under "Course Catalog" click on the link titled "Weill Medical College".
5. All WMC BB courses will be listed. Locate your course and click on the enroll button to the right of the listing. If you don't see it, you can also search for the site using the search box on that page. Disregard the list of instructors that appear.

6. If prompted for a password, enter “bod_enroll” and click submit.

7. Click the "Okay" button on the next screen to go straight to the site. Now, a link to the site should appear in the My Courses panel on your My Blackboard page.

If you have any questions contact edweb@med.cornell.edu.