

BLACKBOARD LOGIN INSTRUCTIONS

STEP 1: YOUR USERNAME

Your Blackboard username is made up of:

- The first letter of your first name
- Your last name
- An underscore: _
- The letters "ua"
- 3 digits of your Local Union

Example: John Smith from Local 78

Username: JSmith_ua078

Only Local 78 must add "0" before 78 to make it 3 digits: 078

NOTE: If your last name has a suffix or if someone in your local union shares the same first and last name, your login information may have extra characters. A separate email with precise login details will be sent to those with special characters in their username.

STEP 2: YOUR PASSWORD

Your default Blackboard password for accounts created after March 2023 is:

- 00 followed by your 7-digit UA card #
- **Example:** If your UA card # is 1234567, then your password is 001234567.

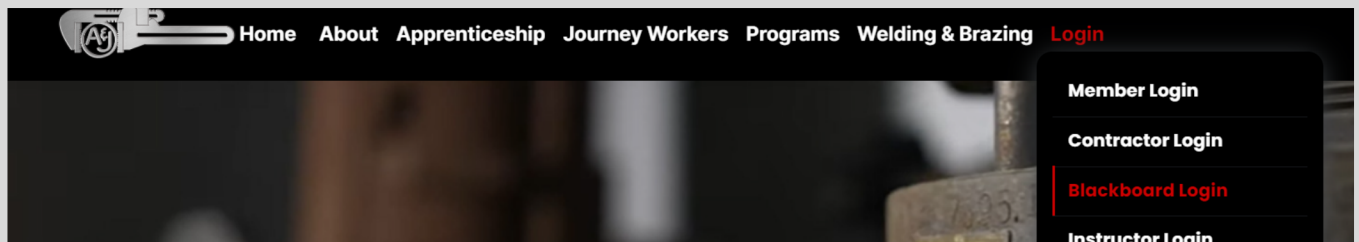
Your default Blackboard password for accounts created prior to March 2023 is:

- Your 7-digit UA card number found on the bottom left corner of your UA card

PASSWORD HELP: Please contact Blackboard Help Desk or email JUT@ajtraining.org for a password reset request. It may take up to 72 hours or more to reset your password.

STEP 3: GETTING STARTED

Using the navigation menu go to **Login** and select **Blackboard Login** from the dropdown menu.



STEP 4: LOGIN LINK

Click the red **Blackboard Login** button.

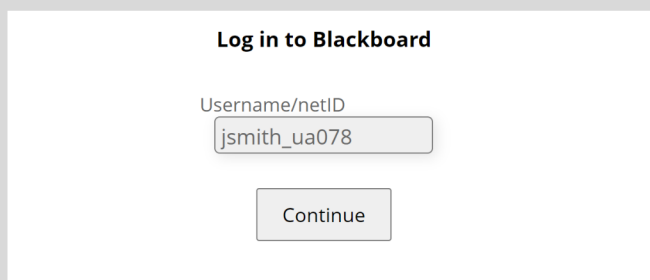
BLACKBOARD LOGIN

Access JUT classes such as Survival of the Fittest, The Partnership and Leadership as well as apprentice classes with Blackboard coursework and resources by clicking the Blackboard Login button below.

Blackboard Login

STEP 5: ENTER YOUR USERNAME & PASSWORD

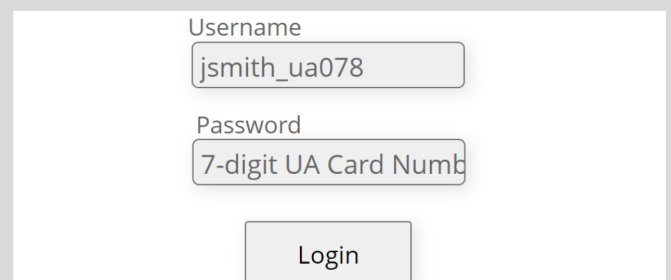
Enter your username in the username/netID field and click the gray **continue** button. On the next screen **enter your password** in the password field and click the gray **Login** button.



Log in to Blackboard

Username/netID
jsmith_ua078

Continue



Username
jsmith_ua078

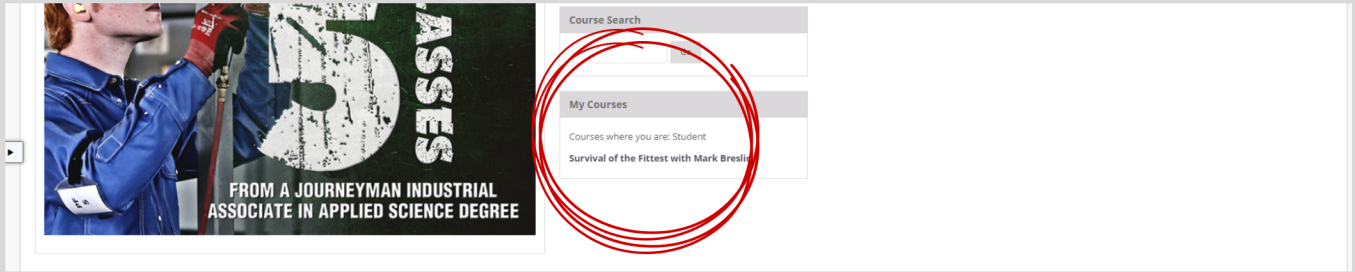
Password
7-digit UA Card Num

Login



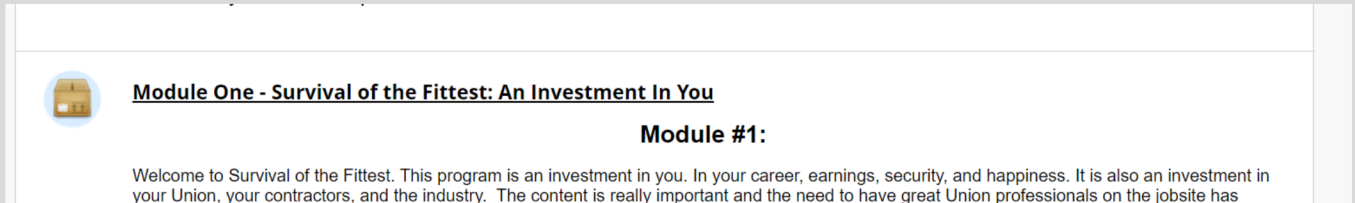
STEP 6: LOGIN LINK

Scroll down the page to **My Courses** and click the link to your course.



STEP 7: MODULE 1

Scroll down the resulting page and click **Module One** to start your course.



STEP 8: TROUBLESHOOTING

If you see the following notice, it means your pop-up blocker is enabled and needs to be disabled. Please see our **Blackboard Tips & Tricks** guide for this issue.



| INCOGNITO MODE | | | |
|--|--|---|--|
| <ol style="list-style-type: none">1. Go to: blackboard.wccnet.edu2. Sign in with your credentials.3. Scroll down to the module you want to start.4. Right click and select "Open Link Incognito Window."5. Log back in through the new incognito window.6. Left click the module to start the course. | | | |
| ALLOW POPUPS FOR BLACKBOARD WEBSITE | | | |
| <ol style="list-style-type: none">1. Go to: blackboard.wccnet.edu | <ol style="list-style-type: none">2. In the address bar right click on the lock icon: | <ol style="list-style-type: none">3. Select "Site Settings." | <ol style="list-style-type: none">4. Scroll down to "Pop-ups and redirects" select "Allow" from the dropdown menu on the right. <i>*Upon exiting settings will save automatically.</i> |
| CLEAR BLACKBOARD HISTORY & CACHE | | | |
| <ol style="list-style-type: none">1. Go to: blackboard.wccnet.edu | <ol style="list-style-type: none">2. Press F12 on the keyboard to open the developer panel. | <ol style="list-style-type: none">3. Right click on the refresh icon to the left of the address bar: | <ol style="list-style-type: none">4. Select the "Empty Cache & Hard Reload" option and press F12 to close the developer panel. |





SCROLL DOWN FOR THE FULL TROUBLESHOOTING GUIDE



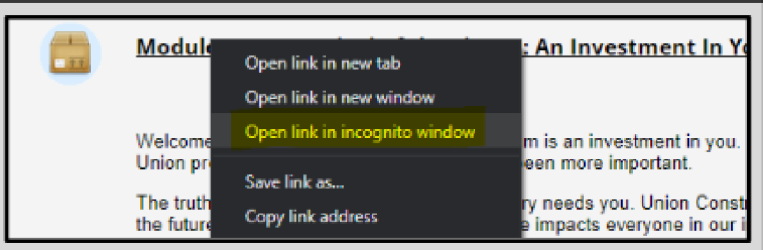
Blackboard Tips & Tricks

(For A&J Blackboard Classes Only)

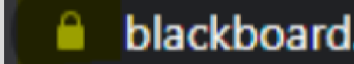
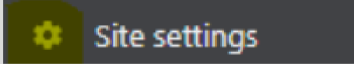


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| <p> Supported Devices</p> <p>Computer</p> <p>Windows, Macs, and laptop computers are supported.</p> <p>Operating Systems</p> <p>Windows</p> <ul style="list-style-type: none"> Windows 8 Windows 10 or later <p>MAC</p> <ul style="list-style-type: none"> OS X 10.12 OS X 10.13 OS X 10.14 OS X 10.15 or later | <p> Recommended Browser</p> <p>For the best experience, the A&J strongly recommends using the latest version of GOOGLE CHROME.</p>  <p>Note: Other web browsers (Firefox or Safari) may also work. You can use these browsers at your own discretion.</p> | <p> Unsupported Devices</p> <p>Mobile/Tablet Devices</p> <p>Using a tablet or mobile device is not recommended as many Blackboard features will not work.</p> <p>Examples of Unsupported Devices</p> <ul style="list-style-type: none"> Samsung Galaxy or other android phones Any Apple iPhones Any Android tablets Any iPad tablets <p>Note: This is NOT a comprehensive list. Mobile phones and tablets are not supported.</p> |
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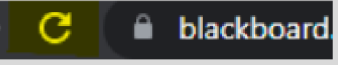
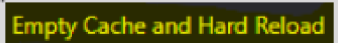
INCOGNITO MODE

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CLEAR BLACKBOARD HISTORY & CACHE

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ALTERNATIVE SOLUTIONS

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|---|---|
| <p>Disable Google Chrome Popup Blocker</p> <ol style="list-style-type: none"> Click the “More” icon (displayed as three dots: ) in the far top-right corner. Select “Settings” and then click on “Privacy and Security.” Select “Site Settings” followed by clicking on “Pop-ups and redirects.” Select the “Sites can send pop-ups and use redirects” option. <i>*Upon exiting settings will save automatically.</i> | <p>Clear Google Chrome History & Cache</p> <ol style="list-style-type: none"> Click the “More” icon (displayed as three dots: ) in the far top-right corner. Select “Settings.” Click “Clear browsing data.” In the time range dropdown menu select the “All Time” option. Make sure all three boxes are checked off & click the “Clear” button. <i>*Upon exiting settings will save automatically.</i> |
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