Before doing anything else, you are going to need to know your EACC Student ID Number. If you do not know your ID Number:

- **Look on the first email you received from EACC. (It was sent to the email address you initially provided.) Your Student ID Number is included.**

- **It also appears on your printed class schedule and on your Student ID Card.**

- **You can get it by visiting the Admissions Office in the Betty Jo Hodges Building.**

Computer Login

(For on-campus computers)

Your **Username** is your last name and the last 4 digits of your Student ID (Example: doe1234)

Your Initial Password is **E**accMMDDYY where "MM" is your birth month, "DD" is your birth date, and "YY" is the year of your birth. (Example: Eacc081198)

On your first login, you must enroll in the Self Service Rest Password Management System by answering the security questions provided.

- ☐ Passwords are case sensitive. **Make sure the E in Eacc is Uppercase**.
- ☐ If you ever forget your password, click on "forgot my password." Answer the questions that have been selected.
- ☐ If questions cannot be answered, visit the Computer Education Center (CEC) for assistance.
- ☐ Your **Username will always be your last name and the last 4 digits of your Student ID**. Only your password will change.

myEACC

Go to www.eacc.edu. At the top, left of the page, select the **myEACC** link.

- Your User Name is your last name, followed by the last 4 digits of you Student ID. (If you have a hyphenated last name, just use the part to the right of the hyphen.)

- Your initial password will be **E**acc followed by your six-digit birthday (MMDDYY).

Example: Suzie Cookie-Doe is a new student, logging in to **myEACC** for the first time. Her Student ID number is 1234567. Her birthday is August 11th, 1998. She logs in like this:

User Name: doe4567

Password: **E**acc081198.

Email Login

Once logged in to **myEACC**, find Quick Links (the brown box on the left side of the page). Under Quick Links, select EACC Email.

Your Username and initial password will be the same as they are for **myEACC**, with **a slight difference**:

Before you type in your User Name, type **E**acc\ (notice that's the **backslash**). Our pal, Suzie, would log in to her email like this:

Domain\user name:	Eacc\doe4567
Password:	

Sign in

Password: **E**acc081198

If you have problems with your myEACC or Email login, contact Bob Fowler: bfowler@eacc.edu or drop by the Computer Education Center (CEC).

Find Your Grades and Unofficial Transcript

- Log in to your **myEACC** portal.

- Click on the "STUDENTS" tab at the top of the page.

- Over on the right, click on "My Grade Report." (You will receive grades for midterm and the end of the semester.)

- Click on the "STUDENTS" tab up top again to get back to the beginning.

- If you want to view your unofficial transcript, over on the right, you'll see a link for—see if you can guess … That's right! "My Unofficial Transcript." You can view it, print it, take a screenshot, memorize it, anything you wish to do.

- Click the "STUDENTS" tab again to get back to the start.

- Most students find it helpful to know where and when their classes meet. If you need to see or print another copy of your class schedule, find the link over on the left labeled (say it with me) "My Course Schedule."

(If you select "Printable Student Schedule," you'll see your ID Number on the upper left, just below your name. Of course, you had to know at least the last four digits of your ID Number to get into **myEACC** in the first place, but if you misplaced your original schedule and had to get the nice folks in Admissions to print you a new one, now you know where else to find your ID Number. That won't be a problem for you because you've already memorized your ID Number, right?)

You are encouraged to explore all of the tabs—Registration, Advising, Business Office, Financial Aid, and Student Life (vehicle information, etc.)

Blackboard

You will need to have your EACC Student ID number handy; it will be your initial username and password. Once inside, be sure to change your password—**your username will remain your ID number**.

- From the menu at the top of the EACC website, select "STUDENTS."

- On the Students page, from the menu on the left, select "Blackboard."

- Click the Blackboard Logo:

Bb
Blackboard

If you have a **nine digit ID number**, the example for login:

Example: **Student Name:** John Doe   **EACC ID number:** 1234-56789

Username: 1234-56789

Password: 1234-56789

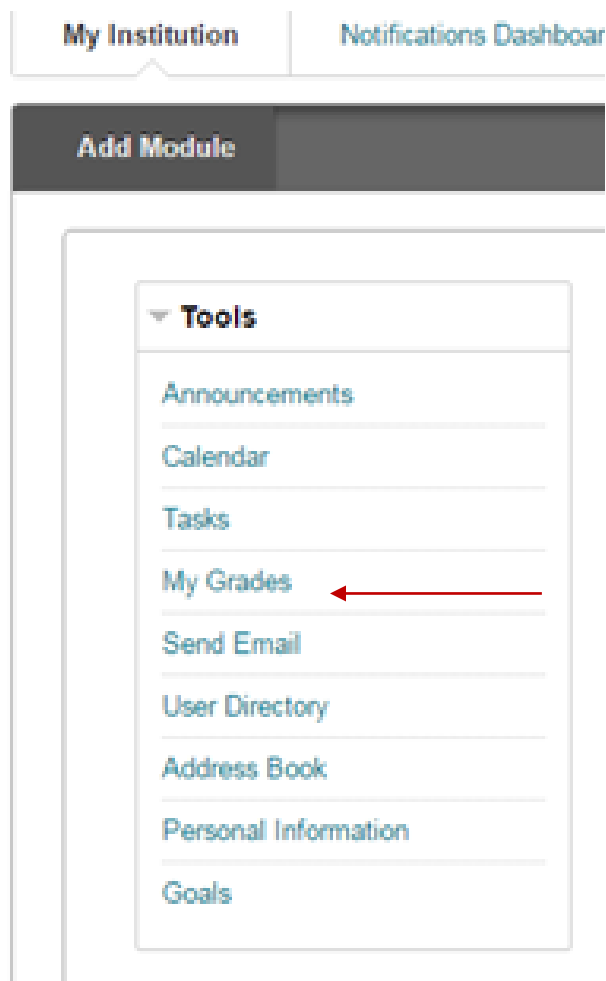If you have a **seven digit ID number**, the example for login:

Example: **Student Name:** Jane Doe   **EACC ID number:** 7654321

Username: 7654321

Password: 7654321

♫ "One of these things is not like the other…" ♪

Did you catch it? That's right: If you have a 9-digit ID number, you use a hyphen between the 4th and 5th digits. If you have a 7-digit ID number, you do not use a hyphen. Good eye!

When you log in the first time, it is strongly recommended that you change your password. To change your password:

1. Click "Personal Information."

My Institution	Notifications Dashboar

Add Module

▼ **Tools**

Announcements

Calendar

Tasks

My Grades   ⬅

Send Email

User Directory

Address Book

Personal Information

Goals

2. Click Change Password.

Personal Information

Personal Information

Edit Personal Information

Edit your Personal Information. Personal Informatic

Change Password

Choose a new password.

3. Follow the steps to change your password.

(Keep in mind that your **Blackboard password is case sensitive**, so make sure you pay attention to whether you are using upper or lower case letters when you create your new password.)

Change Password

* *Indicates a required field.*

CHANGE PASSWORD

Complete this form to change the password.

* Password

* Verify Password

*Click **Submit** to proceed. Click **Cancel** to go back.*

Remember: <mark>Your Username will not change</mark>. It will always be your EACC Student ID number.

If you have trouble getting into Blackboard, email the Learning Management Administrator: **blackboard@eacc.edu**.