Initial Log in to Blackboard

1) Disclaimer:
   a. All international fellows, most civilians and approx. 80% of our military students have their accounts created – we are still working with services and agencies to finalize our roster. If the process below doesn’t work, it may be because we have not closed the loop completely on your attendance – if that is the case, feel free to email the Director of Educational Technology, Bob Colella, at robert.colella@gc.ndu.edu and he will try to assist.
   b. You will likely receive guidance from the NDU Registrars office providing you with slightly different directions on how to complete your initial log in to Blackboard as well as directions on how to log into your Google for Government email account. The directions below will work to get you logged into Blackboard.

2) Go to https://ndu.blackboard.com
   a. You have to “accept cookies” within your browser. Mozilla Firefox tends to work best with Blackboard.

3) In the field labeled “Username” enter your username as described below and then enter in the password area: changeme   (All small characters, no spaces)
   a. If you have a middle name: First.mi.last   i.e. john.a.doe
   b. If you don’t have a middle name: First.last   i.e. john.doe
   c. If you have a middle name, but (a) did not work, it is likely that we did not receive your middle name with your registration and created your account in the (b) format of: first.last, so try that.
   d. If none of these work, it is likely we got the “wrong” middle initial for you and we created your account with the wrong letter as your middle name – so if none of the above work, email our Director of Educational Technology – Bob Colella at: robert.colella@gc.ndu.edu and he will look up your user name and send it to you via email.

4) Once you log in for the first time you will see a “Welcome to Blackboard” screen that wants to take you on a tour of Blackboard. You can take the tour or “exit.”

5) When you log in you will see four tabs across the top of the banner: My NDU, Courses, NDU Libraries and Support.
   a. My NDU is the tab you will spend most of your time
   b. NDU Libraries is your link into the powerful NDU Library and all of its resources to include extensive research databases, e-books, and audio library.

6) My NDU Tab
   a. On the top right you will see a module labeled “My Courses”
      i. Within that module you will see “NDU Academic Preparation for New Students AY15-16”
         1. This is your pre-attendance “optional” course that NDU has put together.
      ii. Later you will see your National War College and Elective Courses
   b. On the top left you will see a module labeled “Tools”
i. If you click on the link for “change password” you can change your password here.

c. In the top middle you will see a module labeled “Blackboard Information”
   i. The first link in this list is a helpful guide to help you if you are having problems connecting to the NDU Library – it provides browser specific guidance for you to use to help you get past the browser obstacles that can keep you from fully accessing the NDU Library.

d. At the very bottom in the middle you will see “NDU Calendars”
   i. There is a link there to the NWC Master Calendar – this is your primary calendar for all NWC events – academic, social, sports, etc.
   ii. Synchronizing this calendar with your choice of hand held device is not at level of customer satisfaction that you may be anticipating.