How to Get Started with Blackboard

If you are enrolled in a Chabot College course that uses Blackboard, you can follow these simple steps to log into your Blackboard account to access your course sites.

1: Go to the Blackboard log in page: https://clpccd.blackboard.com

2: Enter your username and password:

   **Username**: Your Username is your “W” number provided by the college (begins with a W followed by 8 digits)
   
   **Password**: the first two letters of your first name, followed by the first two letters of your last name (all lowercase), followed by the last four digits of your User Identification Number.

   Example: Maria Valdez with a W number of W98765432 would log in as:
   
   Username: W98765432
   Password: mava5432

3: Click Login

Once you are logged into Blackboard, your course sites will be listed on the right side of the page, under “My Courses.”

4: (Optional) Update your Password

Once you log in to Blackboard, it is recommended that you update your password.

Look for the Tools box, and click on **Personal Information** > Click **Change Password** > Enter your own unique password in both password fields > Click **Submit** at the bottom > click **OK**.

5: Update your Email Address for Blackboard

Students have the option of receiving Blackboard emails through their Zonemail account (default), or through a personal account of their choosing. Students will automatically receive Blackboard emails through their Zonemail account unless changed to a personal account.

   **Follow these simple steps on Class-Web to update your Blackboard email address:**
   
   Log in to Class-Web > Select “What is my email address?” > Select “Update Email Address” > Under ”Type of E-mail to Insert” select ”Email for Blackboard” > press ”Submit” > Enter the email address in the field next to ”E-mail” > click ”Submit.”

The updated email address should take effect in Blackboard within 24 hours. For instructions on how to access your Zonemail account or how to forward email to another account please go to www.chabotcollege.edu/online/zone

Need Help? Contact Online Learning Student Support!

Submit an online Help Request to our Help Desk at: www.chabotcollege.edu/online

Email us at: onlinelearning@chabotcollege.edu