



Creating a user name

This tutorial will show you how to create a Blackboard CE 6 user account.

- 1) You will need a user account to view your Blackboard CE6 courses. First, open the CNM Blackboard site at <http://elearning.cnm.edu>

- 2) The Blackboard Entry page main areas are:
 - a) The login area:

Central New Mexico Community College Log In



Log In

User name:

Password:

Browse

Before that you must create your account on the Blackboard system.

[Forgot your password?](#) Receive your user name and a new password via e-mail.

The login area

uses s

b) The course list:

Course List
View course information. Enroll in courses that allow self-registration.

The View Course List button

[View Course List](#)

pop-ups and a pop-up block Learning Sys

c) Create Account button:

Create an account with the Blackboard Learning System

The Create Account button

[Create Account](#)

After logging in to the Blackboard Learning System, you will be prompted to create a Java Security Certificate. The **Always** function:

3) Click on “Create Account.”

View course information. Enroll in courses that allow self-registration.

[View Course List](#)

To create a new account click on the Create Account button

Create an account with the Blackboard Learning System

[Create Account](#)

After logging in to the Blackboard Learning System, you will be prompted to create a Java Security Certificate.

4) This will open the “Add User” page where you will enter your account information.

Add User

*User name:

*First name:

*Last name:

Other name:

Name prefix:

Name suffix:

*Password:

*Retype password:

Secret question:

Secret answer:

E-mail:

In the event that you forget your user name via e-mail , you must enter your e-mail as an answer.

* Required field

Please note that the fields marked with a red star * are required entries.

- 5) Select the *User name field and make up a user name. Your user name can be letters, numbers or any combination of letters and numbers but you should NEVER use personal information such as your social security number or student ID.

Add User

*User name:

*First name:

*Last name:

Other name:

Select the **User name** field and enter your full name

- 6) Fill in the *First name & *Last name fields.

Add User

*User name:

*First name:

*Last name:

- 7) Now you are ready to create your Password. Passwords must be at least six (6) characters long. Passwords are CASE sensitive and must be AT LEAST six characters.

*Password:

*Retype password:

Secret question:

Select the **Password** field and enter a password.

8) You will be required to type your password one more time on the “Retype password” field.

*Retype password:

Secret question:

Select the ***Retype password** field and retype your password

9) Now you will enter a secret question and a secret answer plus an email address. This information is needed in case you forget your answer.

Secret question:

Secret answer:

E-mail:

In the event that

Select the **Secret question** field and enter a secret question.

Using your secret answer, you can request that your password be sent to the email address you provide.

Secret question:

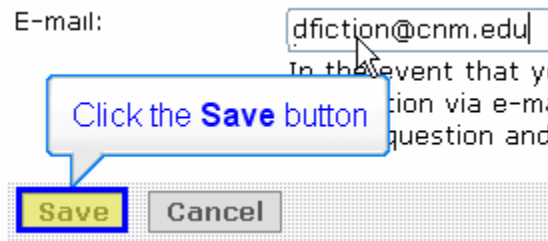
Secret answer:

E-mail:

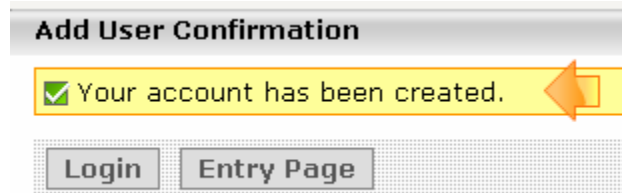
In the event that information via e

Select the **Answer** field and enter your secret answer

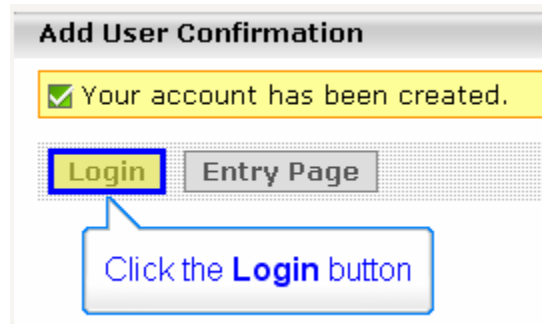
10) Make sure you type your email address and then click on Save



11) You must get a confirmation page after the account is created.



12) Now you are ready to log into Blackboard. To return to the login screen, click on "Login."



Congratulations! You have completed the tutorial for creating your Blackboard CE 6 account.

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