

Your Morgan Network Account

All Morgan students are issued a Morgan Network account. Use your Morgan Network username and password to access:

1. **Blackboard:** <http://morgan.blackboard.com>
2. **Email:** <http://email.morgan.edu>
3. **Computer Labs:** Found in *all* academic buildings, the library, and several residence halls. Also, the Student Center has a Cyber Café on the first floor near the information desk.
4. **Wireless Network**

You are required to use your Morgan email address for all Morgan business, including communicating with your professors, classmates and Blackboard administrators. University departments such as Financial Aid, the Bursar, and Residence Life will contact you via your Morgan email address.

Network Account Username and Password

Your **username** is the beginning part of your Morgan email address before the @ sign. If you do not know your username, you can find it in WebSIS using the following steps:

- Access WebSIS via the Morgan home page at www.morgan.edu
- Select **Enter Secure Area**
 - WebSIS username = Student ID#
 - PIN = Date of Birth (MMDDYY)
- Click on the **Personal Information** Menu
- Select **View Email Address**
- Your Morgan Network username is the part of your Morgan email address before the @ sign. For example: The username for jasmi89@morgan.edu is jasmi89

If you have never used your account, your **initial** password is the **first 3 letters of your first name (with the first letter being capitalized), the last four digits of your Student ID#, and the last 3 letters of your last name.** See the chart below for examples.

First Name	Last Name	Student ID	Password
Andre	Smith	12345678	And5678ith
Brittany	Wu	87654321	Bri4321wu
Al	Jones	99999999	Al9999nes

Keep your Morgan Network Account up to Date:

It is crucial that you keep your Network account up to date. Your username will never change, but your password expires every 180 days. A reminder will be sent to your Morgan email when your password is about to expire.

Use <http://resetmypwd.morgan.edu> to keep your network account up to date. You **MUST** set up your security questions in order to use the other links on this web site! Follow these instructions to set up your security questions:



The screenshot shows the 'my Password' self-service password management page. At the top left is the Morgan State University logo. The main heading is 'my Password' in a large, bold font. Below this is the sub-heading 'Self-Service Password Management'. The main text explains that the system is a self-service system similar to commercial websites, requiring two security questions and a third question/answer that is personal to the user. A bulleted list provides instructions: 'Create a new password if you forgot your password or if your password expired. (Passwords expire every 90 days or 4 times a year)', 'Change your password.', and 'Unlock your account if you tried more than 3 times to enter your password'. A note specifies password requirements: 'NOTE: Passwords must be at least 8 characters in length with at least one capital letter and one number. If you are unable to resolve your password problem, call the HELP Desk at 443-885-4357 or e-mail helpdesk@morgan.edu.' At the bottom, there are four links: 'Forgot My Password or Change My Password' (in blue), 'Unlock My Account' (in blue), and 'My Security Questions' (in red).

- Visit <http://resetmypwd.morgan.edu>
- Click on **My Security Questions**
- Log in using your Morgan Network username and password
- Complete the three security questions. **Make sure you remember the answers to your questions!** You can store them in your phone.

Once you have set up your security questions you may use the other links on this web site. Use the **Change My Password** link to change your password. If you accidentally let your password expire, you can still use this link to change your password if your security questions are set up. The **Forgot My Password** link is helpful if you've forgotten your password. The **Unlock My Account** link will unlock your account if you have attempted to log in unsuccessfully three times.

Getting HELP:

- **Reset My Password Site:** Use <http://resetmypwd.morgan.edu> to manage your Morgan Network account only if you have already created your Security Questions.
- **HELP Desk:** Contact the Help Desk Monday through Friday from 8:30 a.m. to 5:00 p.m. via email (helpdesk@morgan.edu) or by phone at 443-885-4357.

Blackboard 9



Blackboard is Morgan’s Learning Management System (LMS). You’ll use Blackboard to access your course syllabus, course material, as well as to interact and communicate with classmates. Use your Morgan Network account username and password to log on to Blackboard.

Morgan students automatically receive a Blackboard account at the beginning of their first semester. However, if you are able to log in to your Morgan email but get an “authentication error” when you try to log in to Blackboard, you may need to have your Blackboard account set up by one of the Blackboard administrators. Send an email to any of the Blackboard administrators (see listing below) with your Morgan username, and specify that you need a Blackboard account. You may also text your request to Sabah Karam at 443.267.8885. Include your username and the word “Blackboard” or “Bb” in the text.

Blackboard Administrators:

Karen Rubinstein: karen.rubinstein@morgan.edu, x1103

Sabah Karam: sabah.karam@morgan.edu, x4597 or text/voice 443.267.8885

Office Location: Library 212

Lavern Woodland: lavern.woodland@morgan.edu, x3512

Office Location: Calloway 313

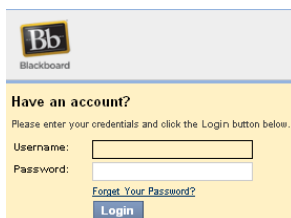
Blackboard Information Web Site:

This site contains general information about Blackboard, Blackboard newest features and links to tutorials.

http://www.morgan.edu/Administration/Planning_and_Information_Technology/Technology_Services/Technology_Training_Services/Blackboard_Information.html

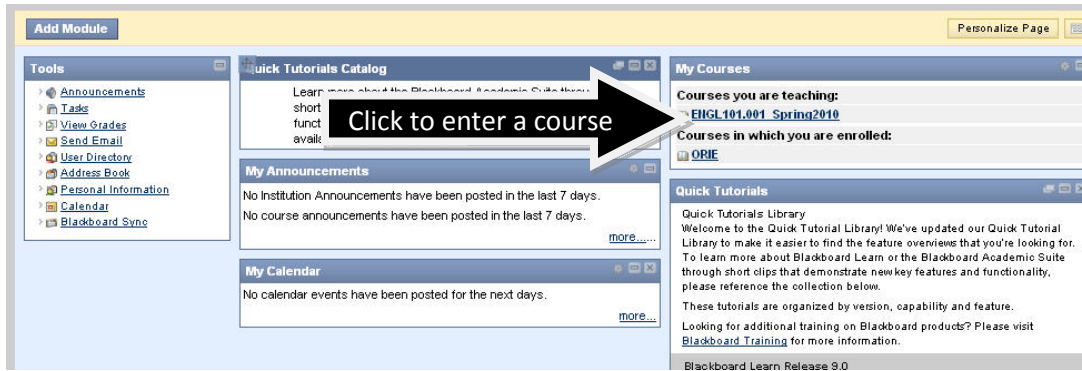
Blackboard Tutorials for Students: <https://sites.google.com/site/learnbb9/>

Logging in to Blackboard9

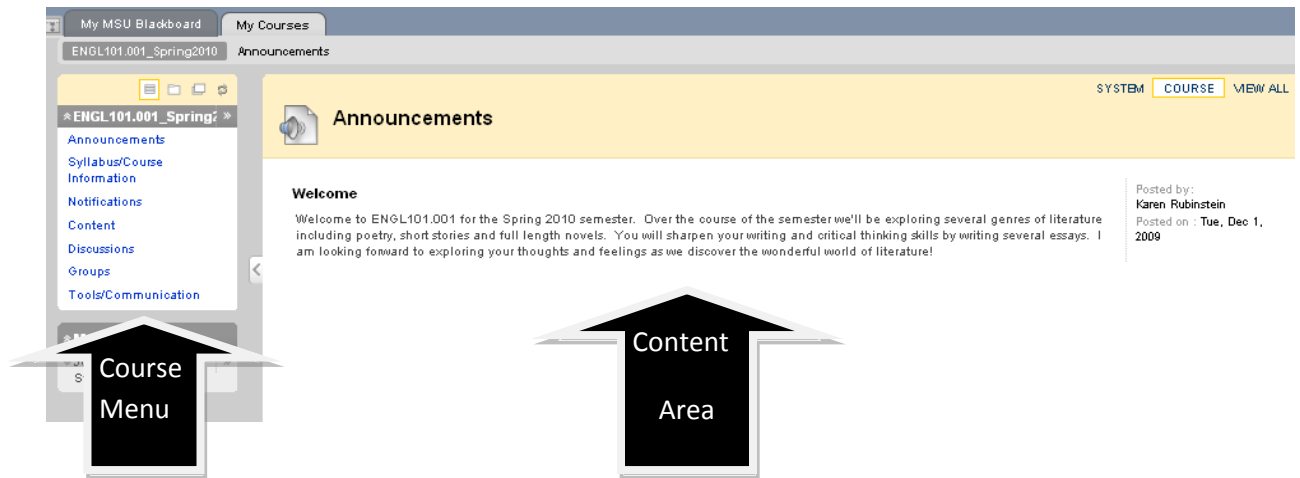


Enter your Morgan username and password. Click the “Login” button.

The Blackboard Welcome Screen



Tour of a Blackboard Course



Click on the menu areas to view them.