

# Guest Access to the CUNY Blackboard 8 System

People who are not recognized as student, faculty, or staff at a CUNY college can access the Blackboard 8 system as "guests." Guests can access courses and organizations that are set to allow guest access, but access is limited to areas that are designated as available to guests by the instructor or organization leader, and cannot include access to the discussion board, tests, assignments, or grades. Situations in which such guest access may be needed include:

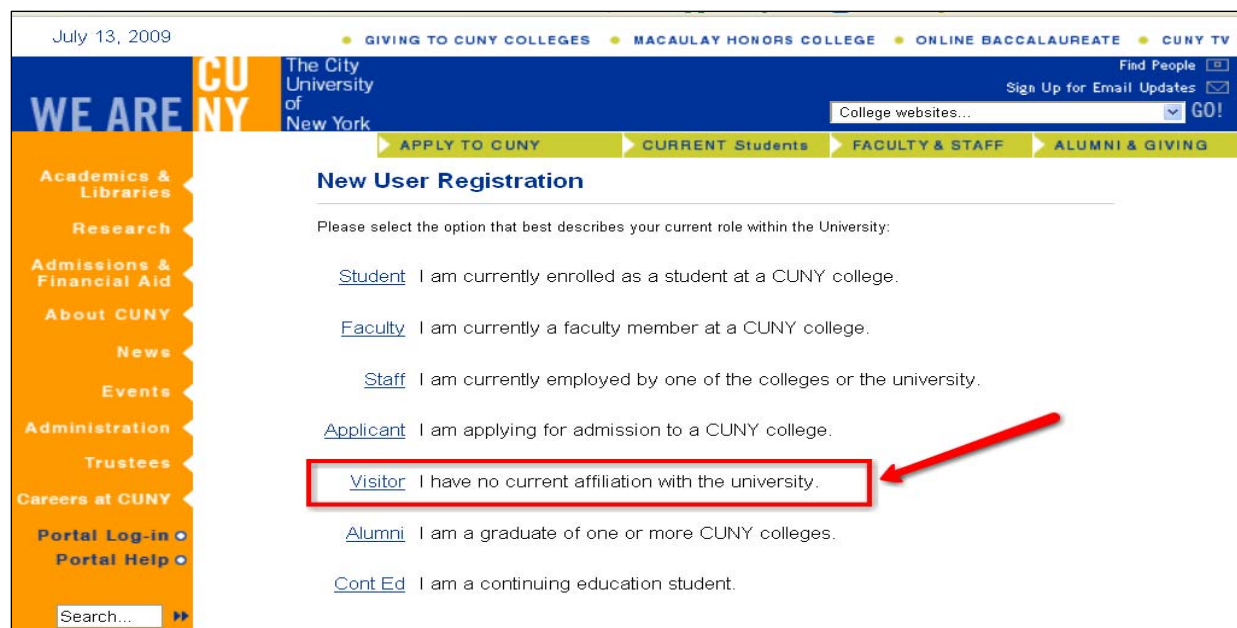
- Making faculty/staff organizations accessible to colleagues at non-CUNY institutions.
- Making courses available to students who were admitted late and are not yet recognized by the Portal as CUNY students (as a temporary measure). **NOTE:** Registered students, who are temporarily accessing courses as guests, should create authenticated Portal accounts as soon as they are able to in order to fully participate in their courses.

## Gaining Guest Access to Blackboard

To gain guest access to Blackboard, you must first register at the CUNY Portal as a visitor. You must go through this process only once; thereafter, guest access is not more cumbersome than Blackboard access for a regular user.

To register as a visitor at the CUNY Portal, please see complete directions at:

<http://www.hunter.cuny.edu/icit/help-docs/cuny-portal-id-walkthrough>. When you get to step 3, select **Visitor** (see screen shot below).



July 13, 2009

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### New User Registration

Please select the option that best describes your current role within the University:

[Student](#) I am currently enrolled as a student at a CUNY college.

[Faculty](#) I am currently a faculty member at a CUNY college.

[Staff](#) I am currently employed by one of the colleges or the university.

[Applicant](#) I am applying for admission to a CUNY college.

[Visitor](#) I have no current affiliation with the university.

[Alumni](#) I am a graduate of one or more CUNY colleges.

[Cont Ed](#) I am a continuing education student.

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Search...

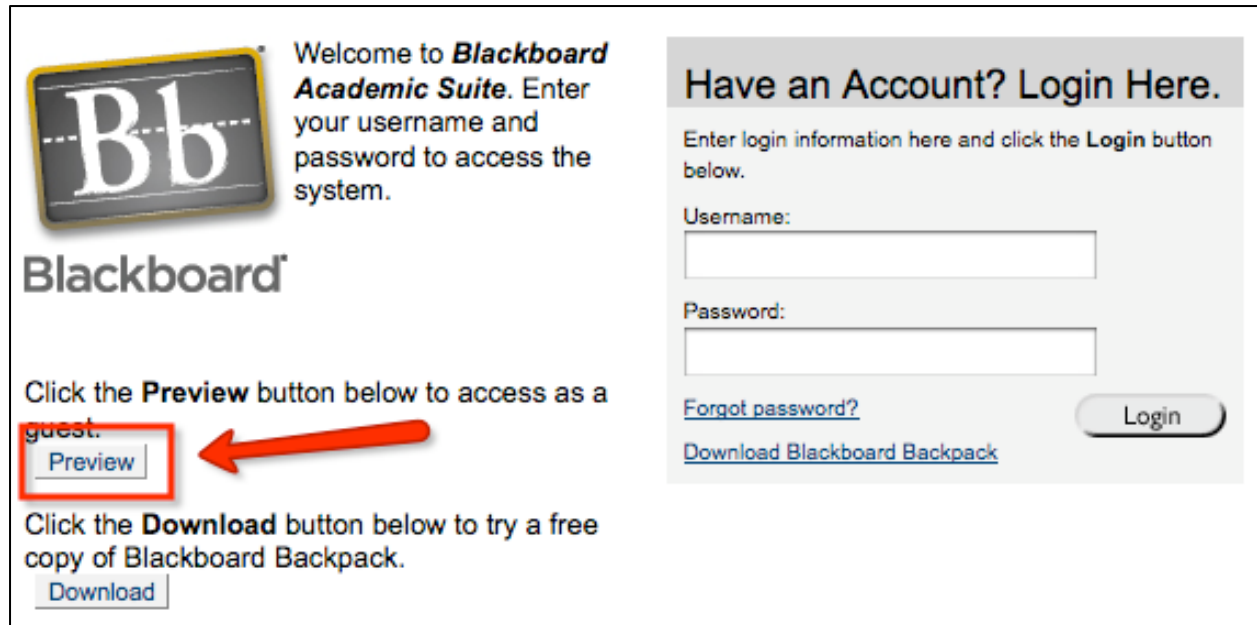
Subsequently, go to the CUNY Portal at <http://www.cuny.edu> and click on the link for **Portal Log-in** from the menu on the left. Next, click on the link for **Blackboard DIRECT** that appears in the main area of the page.

The screenshot shows the CUNY website homepage as of November 4, 2009. The header includes the date, navigation links for 'GIVING TO CUNY COLLEGES', 'MACAULAY HONORS COLLEGE', 'ONLINE BACCALAUREATE', and 'CUNY TV', and the CUNY logo. A search bar and a 'GO!' button are also present. A vertical menu on the left lists various categories like 'Academics & Libraries', 'Research', 'Admissions & Financial Aid', etc. The main content area features a large banner that says 'LOOKING FOR THE CUNY? HOMEPAGE' with a link to 'Go to www.cuny.edu'. Below this banner, a list of links is displayed, with the 'Blackboard DIRECT' link highlighted by a red box. The other links include 'PORTAL', 'Create a new account...', and 'Student, faculty or staff, forgot your username or password?'. A note at the bottom of the page reads: 'Note: For your protection, please close all browser windows to log out of Blackboard completely. If you fail to do so, any subsequent users of this computer might be able to access your account.'

You will then be prompted to enter your CUNY Portal visitor user name and password.

The screenshot shows an 'Authentication Required' dialog box. The title bar is blue with a close button (X) in the top right corner. The main area has a light beige background. On the left, there is a question mark icon. To the right of the icon, the text reads: 'A username and password are being requested by https://bbhosted.cuny.edu. The site says: "Basic Authentication to the CUNY Portal"'. Below this text are two input fields: 'User Name:' and 'Password:'. At the bottom of the dialog box, there are two buttons: 'OK' and 'Cancel'.

Upon submission of this information a new page will appear asking for your Blackboard user name and password again. IGNORE these boxes; rather, click on the **Preview** button to enter Blackboard. You will then see the Blackboard home page.



Welcome to **Blackboard Academic Suite**. Enter your username and password to access the system.

**Blackboard**

Click the **Preview** button below to access as a guest.

[Preview](#)

Click the **Download** button below to try a free copy of Blackboard Backpack.

[Download](#)

**Have an Account? Login Here.**

Enter login information here and click the **Login** button below.

Username:

Password:

[Forgot password?](#)

[Download Blackboard Backpack](#)

[Login](#)

## Finding Courses/Organizations within Blackboard

This is the guest view of the Blackboard home page:

Use the search boxes on the left side of the page to locate the course or organization you are looking for by entering part of the “course name” (e.g., enter “Soc 241”, leaving a space between “Soc” and “241”). You will see a list of results, along with a more advanced search interface. Courses/organizations that have guest access enabled will have their course ID listed as links; follow the link to access them. Keep in mind that the instructor or organization leader determines the extent of guest access (if any). Instructors can enable guest access by following the instructions in the document [Allowing Guests to Visit Your Blackboard Course](#).

If your search was unsuccessful, you can use the advanced search interface to search in other ways (e.g., by instructor name) or browse the catalog for specific colleges. The process is similar for organizations.

If you have further questions or need assistance, please email [bb@hunter.cuny.edu](mailto:bb@hunter.cuny.edu) or contact the [Technology Resource Center](#) (C104 Hunter North) at 212-650-3358.