

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:

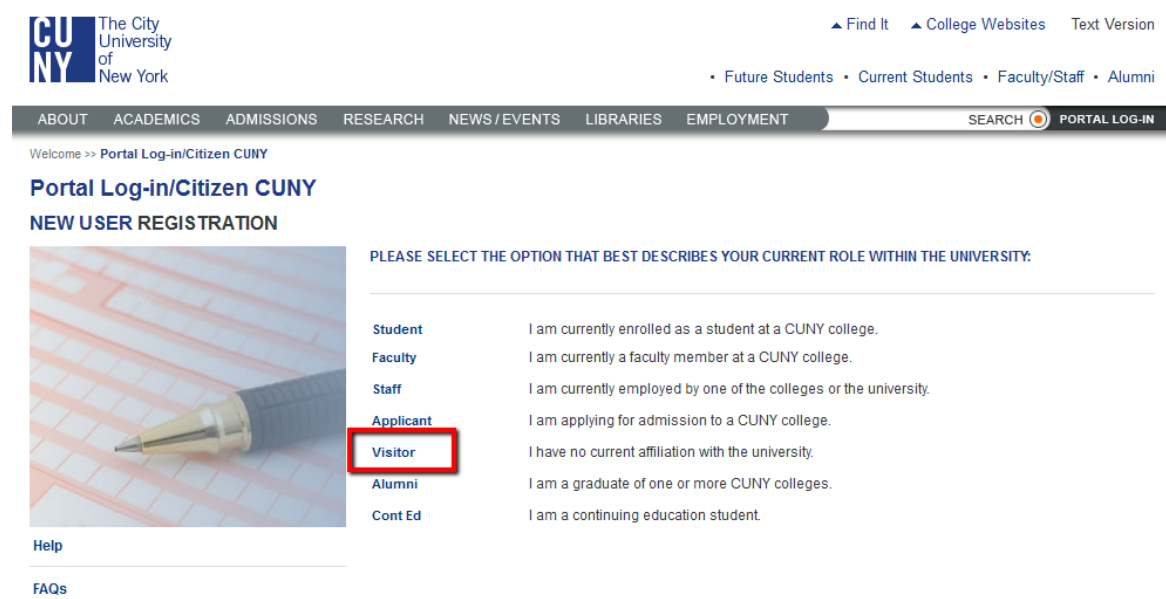
- Making faculty/staff organizations accessible to colleagues at non-CUNY institutions.
- Making courses available to students who were admitted late and are not yet recognized by the Portal as CUNY students (as a temporary measure). **NOTE:** Registered students, who are temporarily accessing courses 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).



The screenshot shows the CUNY Portal's 'NEW USER REGISTRATION' page. At the top, there is a navigation bar with links for 'ABOUT', 'ACADEMICS', 'ADMISSIONS', 'RESEARCH', 'NEWS/EVENTS', 'LIBRARIES', and 'EMPLOYMENT'. Below this is a search bar and a 'PORTAL LOG-IN' button. The main heading is 'Portal Log-in/Citizen CUNY' followed by 'NEW USER REGISTRATION'. A large image of a pen on a grid is on the left. The main content area asks the user to 'PLEASE SELECT THE OPTION THAT BEST DESCRIBES YOUR CURRENT ROLE WITHIN THE UNIVERSITY:'. A list of roles is provided, with 'Visitor' highlighted by a red box. The roles and their descriptions are:

Role	Description
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.

At the bottom left of the registration area, there are links for 'Help' and 'FAQs'.

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.

PORTAL LOG-IN

Existing Portal Users: If you are a prior portal user, please **do not** re-register to use the Citizen CUNY portal. All users, however, will need to recreate any bookmarks/favorites on the new MyPage.

[Register for a New Account >>](#)

[Account and Password Reset >>](#)

[E-mail a New Password >>](#)



ALTERNATIVE BLACKBOARD LOGIN >>

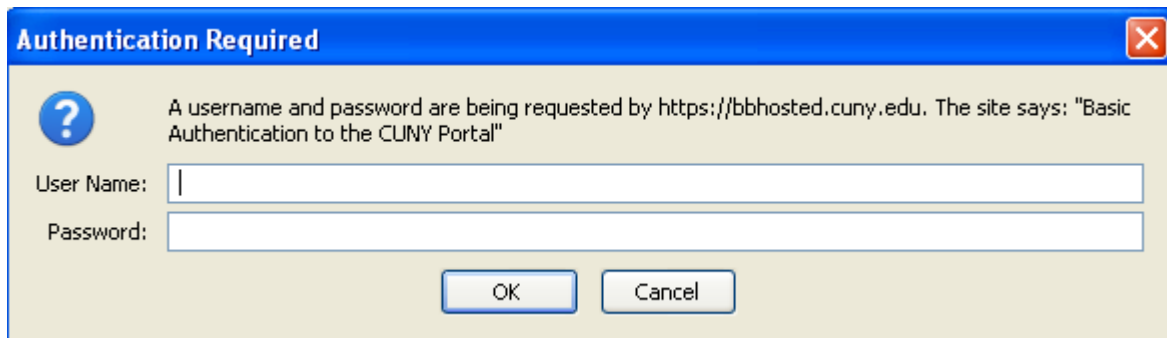
CUNYfirst DIRECT >>

eSIMS DIRECT (course registration) >>

Services available after log-in:
Application for Admission - Blackboard - CPE

What is Citizen CUNY?
A new, enhanced Portal offering citizens of CUNY all the benefits, privileges and opportunities to serve, while retaining the University resources and applications always available to students faculty and staff. *Send us your comments via the Feedback link after you log in.*

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



Authentication Required

A username and password are being requested by <https://bbhosted.cuny.edu>. The site says: "Basic Authentication to the CUNY Portal"

User Name:

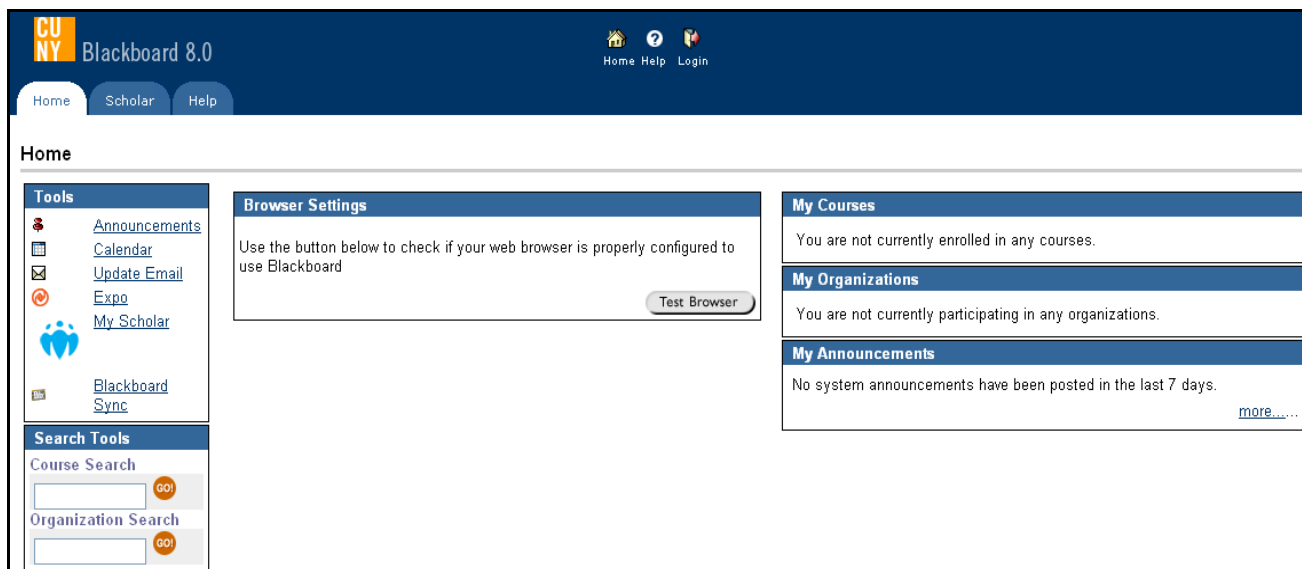
Password:

OK Cancel

You will then see the Blackboard home page.

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 or contact the [Technology Resource Center](#) (Thomas Hunter 402) at 212-650-3358.