

Guest Access to the CUNY Blackboard System

People who are not recognized as student, faculty, or staff at a CUNY college can access the Blackboard 9.1 system as "guests." Guests can access courses and organizations that 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).

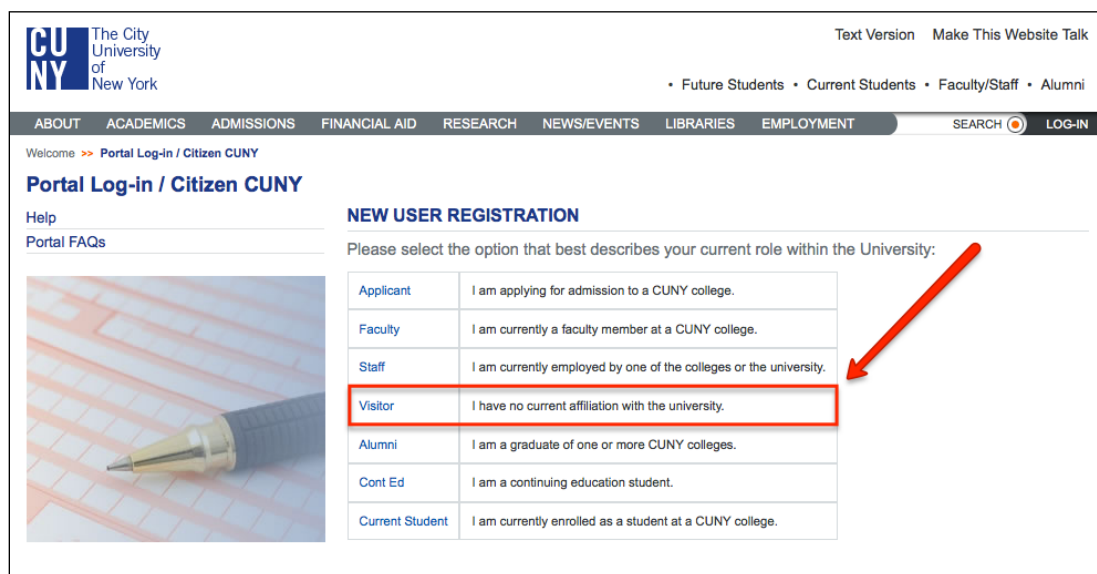
NOTE: Registered students, who are temporarily accessing courses as guests, should create authenticated Portal accounts as soon as they are able to in order to fully participate in their courses.

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:

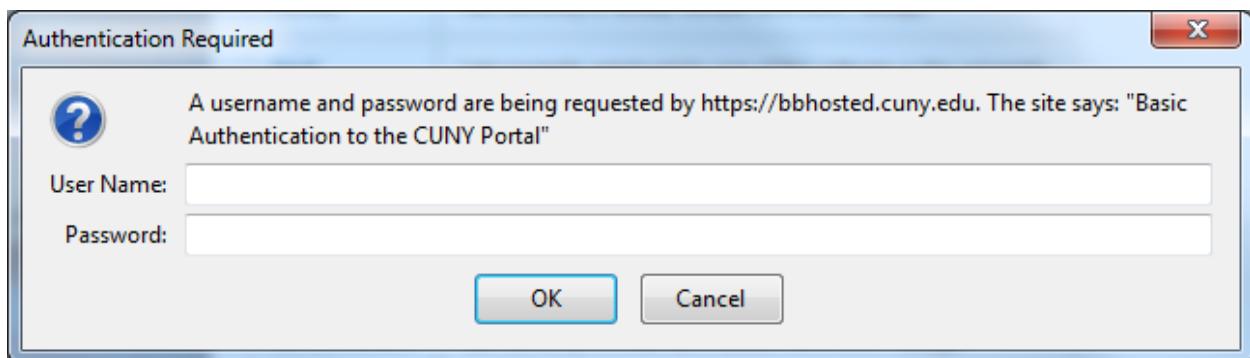
<http://www.hunter.cuny.edu/it/help-docs/creating-a-portal-id>. When you get to step 3, select **Visitor** (see screen shot below).



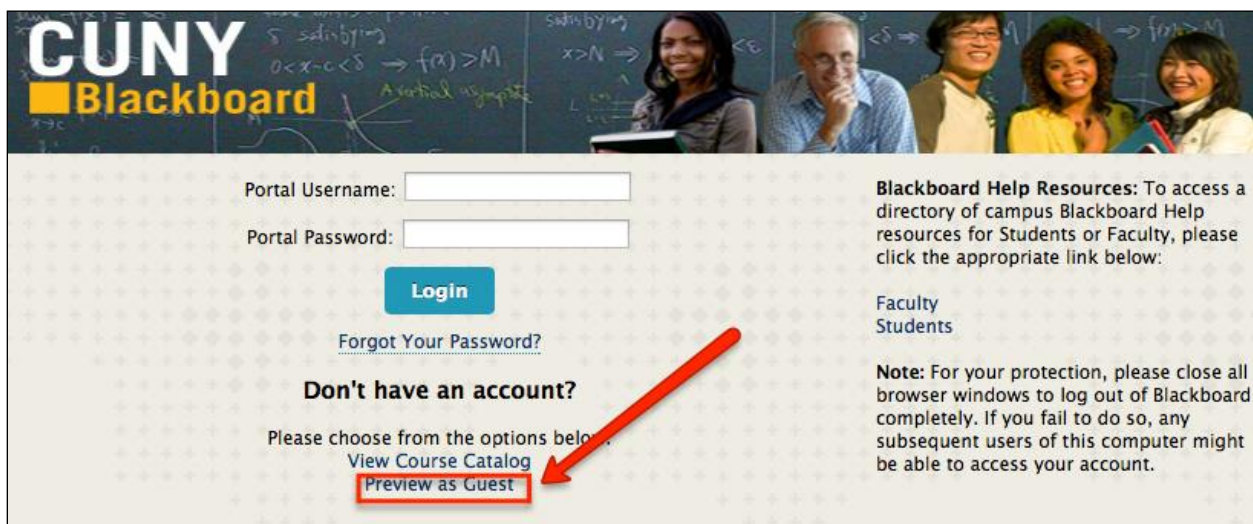
Subsequently, go to the CUNY Portal at <http://www.cuny.edu> and click on the link for **Portal Log-in** from the menu on the right. Next, click on the link for **Blackboard DIRECT** that appears in the main area of the page.



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

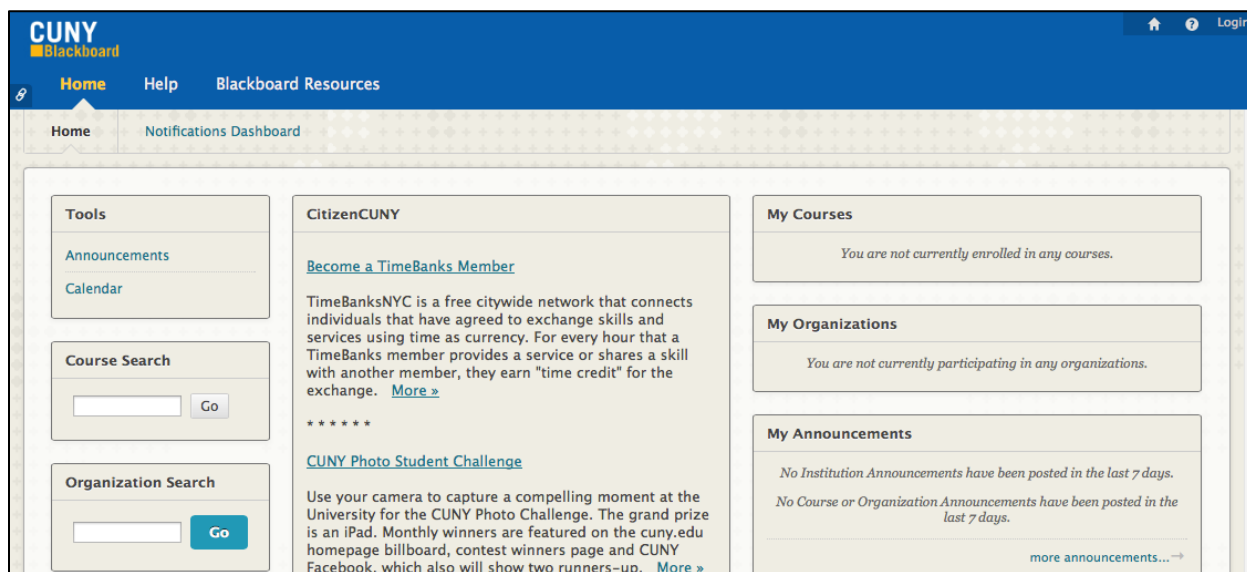


Upon submission of this information a new page will appear asking for your Blackboard user name and password again. IGNORE these boxes; rather, click on the **Preview as Guest** link to enter Blackboard. You will then see the Blackboard home page.



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 titled [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.