

## How to Access a Blackboard Online Coursesite

1. Start your browser
2. Type into the location box [www.lpts.edu](http://www.lpts.edu), click on Quick Links in the middle of the page and select the link to Blackboard. You can also go directly to Blackboard by typing into the location box <http://fishersnet.blackboard.com>.

3. Click on [Click Here to Login to BlackBoard](#) 

There are many quick reference documents on this page that will help you use different aspects of Blackboard.

4. You will be taken to an intermediate login screen. Click on the login button. At the next page you will be asked to enter your username and password.
  - a. For students/faculty who entered in the 2006-2007 academic year your username is:

lptsfirstinitiallastname  
For example: Angela Morris would be lptsamorris
  - b. For students/faculty who entered prior to that year your username is:

07firstinitiallastname (zero seven at the beginning)  
For example: Angela Morris would be 07amorris
  - c. Your password is the same as your LPTS email password. If you have forgotten your password, you can contact Norm Hollabaugh (894-2290) or Carolyn Cardwell (992-5422).

5. After you log in, you will be at the My Institution page and will see a list of the courses in which you are enrolled.
6. Click on the course you want to go to. If you do not see your course listed, please contact Norm or Carolyn. You can still see any documents posted for this course by clicking on the Courses tab at the top of the screen, selecting Louisville Presbyterian Theological Seminary from the list on the right side of the screen,

and scroll down to find your course. Click on the Preview button to the right of the course you want to access.

7. You may choose the email address you to use for this class. This is the address that will be used when an instructor sends email.

Your LPTS address has been entered by default.

- a. To change: Click on the Personal Information link in the Tools box on the left side of the My Institutions page.
- b. Click on Edit Personal Information and change the email address.