

One less login to remember!

Introducing Single Sign-On for Blackboard

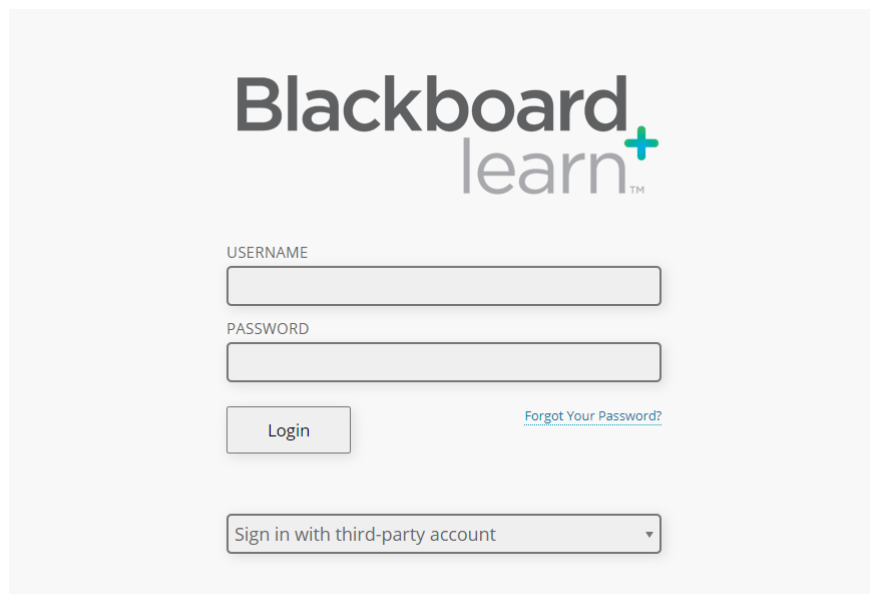
Starting August 17 at approximately 4:00 PM, your Shawnee network account will be used to log you into Blackboard.

The Shawnee network account is the same account used to log into the computers and wireless network on campus, your financial aid portal, and the SSU App. The format for the account is username@shawnee.edu.

To Log Into Blackboard

Note: If you have an active web page where you are logged into your email you **MUST first log off the email account** before attempting to sign into Blackboard. If you do not want to log off the email you do have the option to open an 'New incognito window' (Chrome) or 'New InPrivate Window (Edge).

1. Go to the following link – <https://blackboard.shawnee.edu>
2. Click on the down arrow to the right of "Sign in with third-party account" and click on the link provided.



3. If you are already logged into your network account on your web browser you may be automatically logged into Blackboard.
4. If you are not logged in with your network account already you will see the Microsoft prompt below, where you will need to enter your Shawnee network account (username@shawnee.edu) and click 'Next'.



Sign in

Email, phone, or Skype

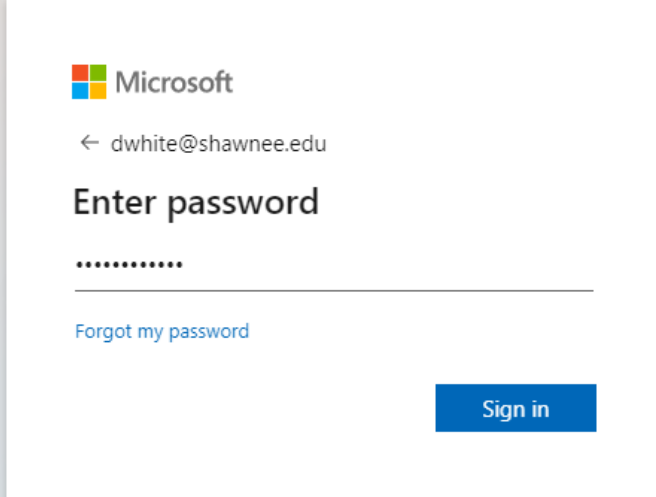
[Can't access your account?](#)

Next



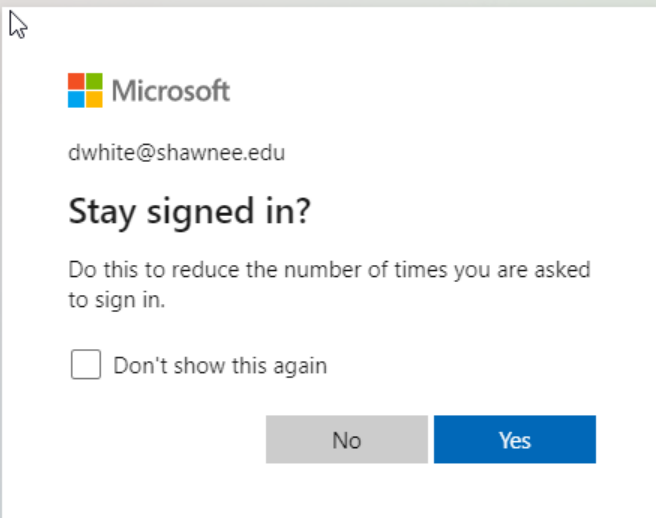
Sign-in options

- a. Enter your Shawnee network account password and click 'Sign in'



The image shows a Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the email address 'dwhite@shawnee.edu' with a back arrow to its left. The main heading is 'Enter password'. Below the heading is a password input field with a series of dots. To the left of the input field is a link that says 'Forgot my password'. At the bottom right is a blue button labeled 'Sign in'.

- b. The next box will ask if you want to 'Stay signed in?' If you are using a public computer you should always answer 'No' but if you are on a personally owned computer you may select 'Yes'.



The image shows a Microsoft dialog box titled 'Stay signed in?'. It features the Microsoft logo at the top left. Below the logo is the email address 'dwhite@shawnee.edu'. The main heading is 'Stay signed in?'. Below the heading is the text 'Do this to reduce the number of times you are asked to sign in.' There is a checkbox labeled 'Don't show this again' which is currently unchecked. At the bottom are two buttons: a grey button labeled 'No' and a blue button labeled 'Yes'.

5. You will now be redirected to your Blackboard dashboard page.
6. When finished with your Blackboard page, please log out of Blackboard and close your browser.

***Student Note – During the login process if you get an error, please verify that you are NOT logged into your student email account (username@mymail.shawnee.edu), that account will NOT work to login to Blackboard.**