Academics ▸ **Services**
Advising
Calendar
Catalog (General)
Class Schedule (Online)
Class Schedule
Continuing Education
Course Materials ▸
Course Search (Online)
Distal **OpenCourseWare**
Final **Blackboard**
Programs/Disciplines
Western Energy TC

Once you log on, use the *My Settings* link to edit your profile, password, and tool options, as well as view all of the learning contexts you are currently enrolled in.

Including a current email address will allow you to retrieve your user name and password if forgotten.

LOGGING ON TO BLACKBOARD VISTA

Blackboard Vista (formerly WebCT Vista) is a course management system used by the College of Eastern Utah. Your instructor will use Blackboard Vista to augment on-campus courses as well as deliver fully online courses.

To log on to Blackboard Vista, complete the following steps:

1. Log on to your computer, connect to the Internet, open the browser, and enter in the following URL: http://blackboard.ceu.edu/.

   Note: You can also access Blackboard from CEU's homepage http://www.ceu.edu/. Select *Academics* > *Course Material* **>** *Blackboard* from the drop-down menus.

2. From the Login screen, type your User Name in the **User name:** field.

   Your Username is made up of your full first and last name. For example, John Appleseed's username would be johnappleseed.

3. Press tab.

4. Type your password in the **Password:** field.

   Your password is the word *password*. You will be prompted to change the password once you sign in.

5. Click **OK** or press **Enter**. You should see the *My Blackboard* screen.

   Note: If the *Browser Check Results* pop-up window appears, the browser you are using may not be validated for use with Blackboard or there may be issues with the configuration of your browser. For more information, click *Check Browser* in the upper right corner of the screen.

6. To access course material, click on the name of the course in the *Course List*.

   Important: When *My Blackboard* first loads, your browser may require your acceptance of the Java security certificate. Click **Always** to accept the certificate.

Passwords are case sensitive and must be at least six characters. Also note, Blackboard passwords are unique to Blackboard and are not necessarily the same as your CEU password.

Change Password
*Current password:
*New password:
*Confirm new password:
Secret question:

Secret answer:

Save   Cancel
* Required field

RETRIEVING YOUR LOGIN INFORMATION AND CHANGING YOUR PASSWORD

If you forget your login information, you can receive your user name and a new password by e-mail. You must first set up a secret question and answer, and an e-mail address must be specified for your account. You can do this when you change your password or when you create your account. To change your password:

1. From the *My Blackboard* tab, click **My Settings**.

2. Click **Change Password**.

3. In the *Current password* text box, enter your current password.

4. In the *New password* text box, enter your new password.

5. In the *Confirm new password* text box, re-enter your new password.

6. If you want to receive your login information by e-mail when you forget your user name or password, set up a secret question and answer.

7. Click **Save**.

8. Click **OK**.

For assistance with logon or browser problems, contact Debbie Pearson with the Faculty Assistance Center at 613-5716 or by email at debbie.pearson@ceu.edu.