

Welcome to MiraCosta College Blackboard!

Blackboard is a web-based course management system at MiraCosta College.

All students can login to Blackboard to view the Blackboard Course Calendar. If your instructor is using Blackboard in their course they will make their course available to you by the first day of class. Each Blackboard course is uniquely setup by your instructor. Contact your instructor to find out which Blackboard features he/she is using in your course.

Below you will find helpful information for Students to access Blackboard and get started.

Login into Blackboard

- ▶ The URL for Blackboard is **<https://blackboard.miracosta.edu>**
- ▶ At the Blackboard website click the **User Login** button
- ▶ Enter your **SURF ID** and **Password**.
- ▶ After you logon to Blackboard, you will noticed your class(es) listed under the **my Courses** section located on the far right corner.
- ▶ Click on the **class link** to access your Blackboard classroom.

How to retrieve your SURF ID and Password

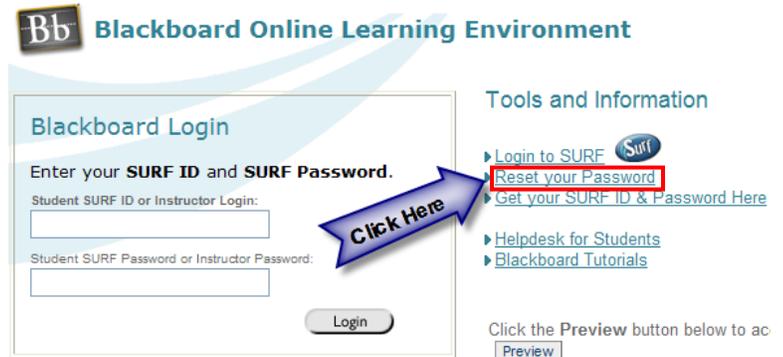
- ▶ Ensure that pop-ups are enabled in the Internet browser.
- ▶ At the Blackboard website (<https://blackboard.miracosta.edu>) click the **User Login** button, and then click **Get your SURF ID & Password Here**

- ▶ On the **Password Management System | Challenge-response** page, answer all of the questions correctly. Click **Continue**.
- ▶ On the **Password Management System | What would you like to do?** page, note the SURF ID in the upper right corner **Your SURF ID is: W1234567**, click **Pick a new password**.

- ▶ On the **Password Management System | Select a new password for W1234567** page, enter a new password in the **New password** field and re-type in the **Confirm** field. Refer to the password criteria listed below when entering your password.
- ▶ Click **Change my password**.

How to change your password

- ▶ Ensure that pop-ups are enabled in the Internet browser.
- ▶ At the Blackboard website (<https://blackboard.miracosta.edu>) click the **User Login** button, and then click **Reset your Password**
- ▶ On the **Password Management System | Self-service login** page, enter your SURF ID in the **My ID on SURF** field. Click **Login**.
- ▶ In the **Password Management System | Select an authentication method** page, select either method:
 - **Use a password ONLY** if you remember your OLD PASSWORD, enter your old password and click **Continue**.
 - Otherwise, select **Answer personal questions** and answer the three requests listed within the **Challenge-response** page. Click **Continue**.
- ▶ In the **What would you like to do?** page, click **Pick a new password**.
- ▶ In the **Select a new password for [W1234567]** page, select a new password using the password criteria shown. When the new password is entered into the **New password** and **Confirm** fields, click **Change my password**.
- ▶ If your password was successfully changed, a confirmation will be seen on the **Password change results** page. Click **Close this window**.
- ▶ Upon return to the **Blackboard Login** page, enter the **SURF ID** and new **Password**. Click **Sign In**.



How to update your Personal Information (email address, names, etc)

Blackboard and SURF are now integrated. You must update your e-mail address in SURF for it to update in Blackboard.

Personal Information		Security		Participation	
addresses	names	phone numbers	email addresses	demographic information	

Email Addresses

If applicable, please enter your current email address. Highlight over the information listed and enter the correct email address. Click the SAVE button at the bottom of the page. Note: Students may not add another email address if you already have one but you can update your personal email address to your current email address.

Employees should contact the Human Resources department if the "Campus" Email Type is incorrect.

*Email Type	*Email Address	Preferred
Personal Email	student@yahoo.com	<input checked="" type="checkbox"/>

ADD AN EMAIL ADDRESS

SAVE

Update Email Address Here

Click Here

* Required Field

Addresses; per the stated instructions, contact the **Admissions and Records** office at admissions@miracosta.edu or 760 795-6620 for a **Change of Information** form.

- ▶ Proceed to update your Email Addresses, click **Email Addresses**.
- ▶ Update your email address and ensure the **Preferred check box** is checked.
- ▶ Click the **SAVE** button to save your changes.

▶ Go to SURF
<https://surf.miracosta.edu>

▶ At the **SURF Login** website, enter your **SURF ID** and **Password**. Click **Sign In**.

▶ At the left **Menu** pane, click **Self Service > Personal Information**.

▶ At the **Personal Information** section, the following two items are **not updatable online: Names and**

Student HelpDesk Contact Information

Email: studenthelp@miracosta.edu

Phone: (760) 795-6655

Toll Free: (888) 201-8480 ext. 6655

Online Tech Support:



Visit our website for more information: <https://www.miracosta.edu/studenthelp>