

Welcome to OFTC and Blackboard

Blackboard Information

For Blackboard information, please visit:

- The [New Student Orientation](#) page on OFTC's website.
- The [Distance Education](#) page of the OFTC website.
- Instructor announcements in your Blackboard course.
- The OFTC libraries.
- Or contact the Distance Education office at disted@oftc.edu or 478-240-5171.

Single Sign-on

Before accessing Blackboard, or other OFTC systems, you must sign into Okta, OFTC's single sign-on service.

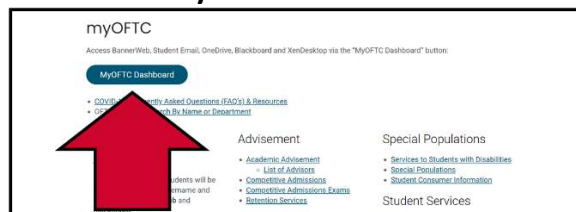
OFTC requires multifactor authentication to add an additional layer of security when signing in to your Okta account. This authentication setup will be done only once. After the authentication process is complete, if you are off campus, Okta will send a code to your phone via text or the Okta app to verify that you are the person trying to access the account. The following slides will walk you through the initial setup of the multi-verification sign-on process.

Initial Setup of Okta

1. Using a desktop or laptop computer, navigate to the OFTC/Okta Sign-In page in one of two ways.
 - a. access the OFTC website at www.OFTC.edu.
 - b. Click on the **MYOFTC Dashboard** link at the top of the home page.

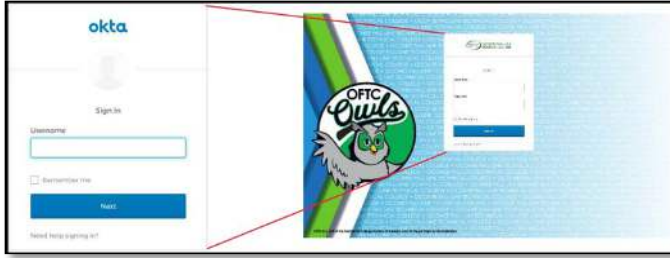


- c. Click on the **MyOFTC Dashboard** button



OR

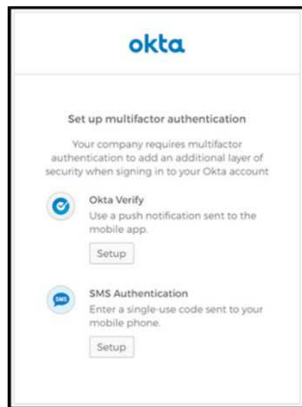
- d. key <https://oftc.okta.com> into the browser's address bar
2. **Enter your username.** Your username is your **full OFTC student email address**. (For example, tsmith5@student.oftc.edu would be keyed as the username.)
 3. Click **Next**.



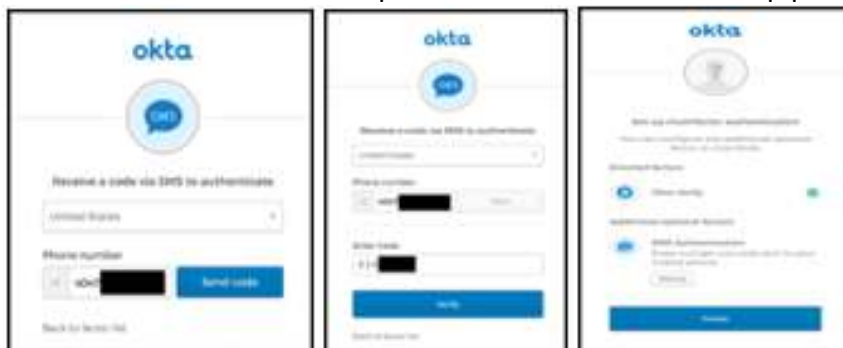
4. **Enter your password** and click the **Sign In** button. (Passwords are emailed to students after they have applied to OFTC. Be sure to check your SPAM or Junk folder for this email.)
5. On the **Set up multifactor authentication** page, you may choose from SMS authentication (text message) or the Okta app:
 - a. select Setup for **SMS Authentication** (text message) to use a single-use code sent to your mobile phone. (recommended)

OR

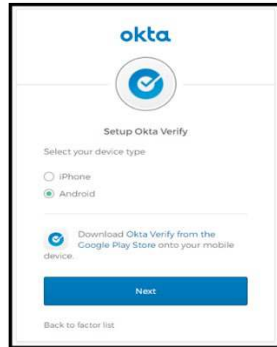
- b. select Setup for **Okta Verify** to use a push notification on the mobile app (Note: to use this option, you must download the Okta Verify app to your device.)



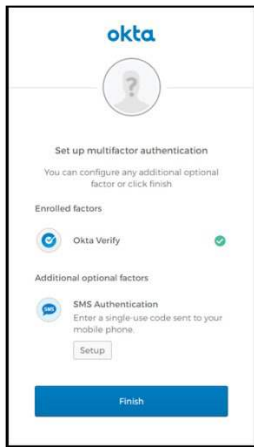
6. Complete multifactor authentication process according to desired method.
 - a. if you choose the **SMS Authentication (text message)**:
 - i. Enter your phone number and click **Send Code**.
 - ii. Within a few seconds, you should receive a text message containing a 6-digit code. Enter that code in the text box and select **Verify**.
 - iii. Click **Finish** button to complete the installation and setup process.



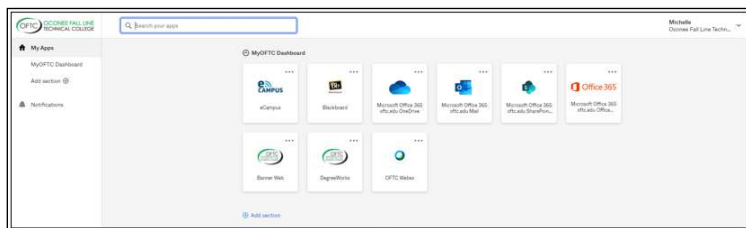
- b. If you choose to use the Okta app:
- i. **Select your device type.** Select the iPhone or Android radio button and click **Next**. The software will be prompted to download and install the app to your phone.



- c. When the installation has finished, launch the Okta verify application on your mobile device and select **Add an account**. As directed, hold your mobile camera over the QR code.
- d. If you are unable to scan the QR code, click Can't scan? And send the activation link via SMS (text message), and follow the prompts to complete the process. Click the **Finish** button to complete the installation and setup process.



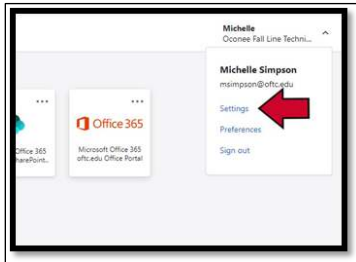
When the installation and set-up process is complete, you will be taken to your MyOFTC Dashboard, also known as the Okta landing page. Click the desired application from the available list. (Your dashboard may differ from the screenshot below.)



How to Change Your Password

If you know your current password but want to change it, use these steps.

- Click your name in the upper right corner of you MyOFTC Dashboard page.
- Click **Settings**.



- Click **Edit Profile**.
- Key your password
- Click **Verify**
- Click the drop-down arrow beside the Okta logo or text message authentication, click **Send code**.
- Key the code received on your mobile device.
- Click **Verify**.
- Enter your password information in the form, and click **Change Password**.

A screenshot of a 'Change Password' form. At the top, it says 'Change Password' with a lock icon. Below that, it lists 'Password requirements:' with five bullet points: 'At least 8 characters', 'A lowercase letter', 'An uppercase letter', 'A number', and 'No parts of your username'. Below the requirements are three input fields: 'Current password', 'New password', and 'Confirm new password'. At the bottom right, there is a 'Change Password' button.

Forgotten Password

Setting up forgotten password options beforehand will help you reset your password in the future should you forget it.

Option #1: Set Up Forgotten Password Question

1. Click your name in the upper right corner of the **MyOFTC Dashboard** page.
2. Click **Settings**.
3. Click **Edit Profile**.
4. Key your password.
5. Click **Verify**.
6. For **SMS (text message) Authentication**, click **Send** code.
7. Key the code received on your mobile device.
8. Click **Verify**.
9. Click **Edit** on the **Forgotten Password Question** to select a question.
10. Key correct answer in space provided and click **Save**.

Option #2: Set Up Forgotten Password Text Message

1. Click on your name in the upper right corner of the **MyOFTC Dashboard** page.
2. Click **Settings**
3. Click **Edit Profile**.
4. Key your password and click **Verify**.
5. For **SMS (text message) Authentication**, click **Send** code.
6. Key the code received on your mobile device and click **Verify**.
7. Click **Edit** on the **Forgot Password Text Message** module.
8. Click **Add Phone Number**.
9. Change to United States is necessary on the Country option.
10. **Key your mobile phone number** in the space provided.
11. Click **Send Code**
12. Enter **Code**
13. Click **Verify**
14. Click **Done**

Reset Password

If you have forgotten your password and need to reset it, use these steps. On the Okta Sign In screen:

1. Click **Need help signing in?**
2. Click **Forgot password?**
3. Key email or username
4. Click the option of choice for resetting your password and follow the on-screen prompts.

BROWSING HISTORY/CACHE

If you ever experience a login issue, clearing your browser's cache may be the solution. For the browser you use (Chrome, Firefox, etc.), complete an Internet search for the steps to clear cache. Example of the Internet search: "clear cache Chrome."

For questions about your login credentials, please contact the IT department at OFTC (see contact information below).

If you have questions about logging in or authenticating your account, please email or call the IT department:

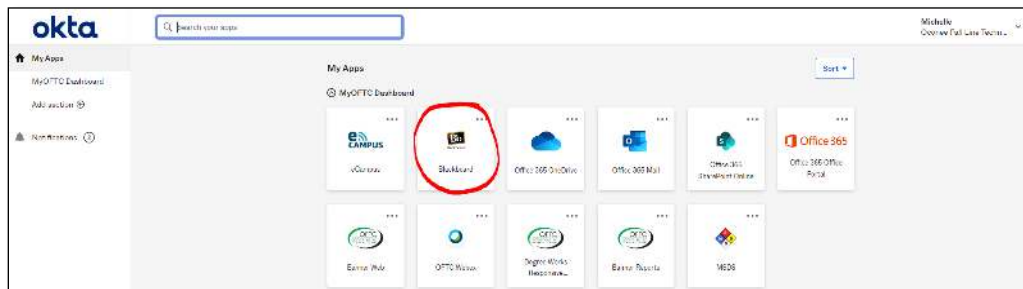
- itshelp@oftc.edu
- 478-274-7873

BLACKBOARD

Access Blackboard

To access Blackboard:

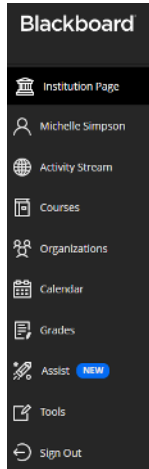
- click on the **MYOFTC Dashboard** link at the top of the OFTC.edu home page.
- Click on the **MyOFTC Dashboard Login button** on the myOFTC page.
- Sign into Okta (if not already signed in)
- Click on the Blackboard icon on the **MyOFTC Dashboard** page.



Blackboard UBN

Blackboard Ultra Base Navigation (UBN) provides an easy navigation interface that provides access to a side menu that shows constant activity updates from all your courses. The side menu is always available, no matter where you are in Blackboard.

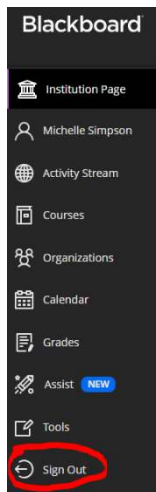
Global Side Menu



- **Institution Page**-This link goes to the college’s website.
- **Activity Stream**-View activity for all your courses. Updates are up-to-the minute.
- **Organizations**-Access organizations that you lead or are a member of.
- **Grades**-See assignments that are due, check grades, and see instructor feedback.
- **Profile**-Allows you to make changes to your profile.
- **Courses**-Access past, present, and future courses.
- **Calendar**-View the schedule for events and due dates for all your courses.
- **Assist**-Find the best online and campus resources to help you succeed in school and life.
- **Tools**-Access tools such as goals, surveys, goal performance, and application authorization across all courses.
- **Sign Out**-Sign out of Blackboard.

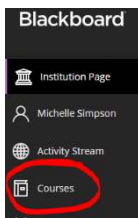
Logout of Blackboard

- Click the logout button on the upper right corner of the Blackboard screen. It is important to always logout of Blackboard properly to avoid login issues later.



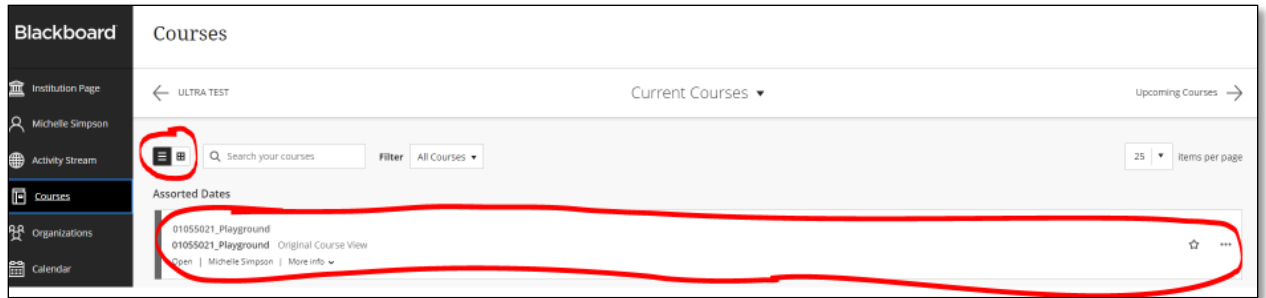
Locating Your Course(s)

On the **Blackboard UBN** page, click on the **Courses** tab.



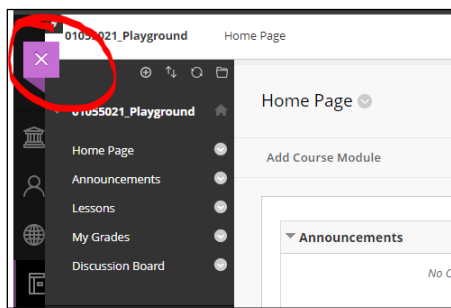
View and Select Course(s)

1. Choose a View-Courses can be viewed in two ways, list view or grid view
2. Select Course-to select a course simply click anywhere in the Course row.



Exiting a Course

To exit a course and return to the Courses page, click the purple close-out button at the top left of the page.



Getting Started in the Course

Course Menu

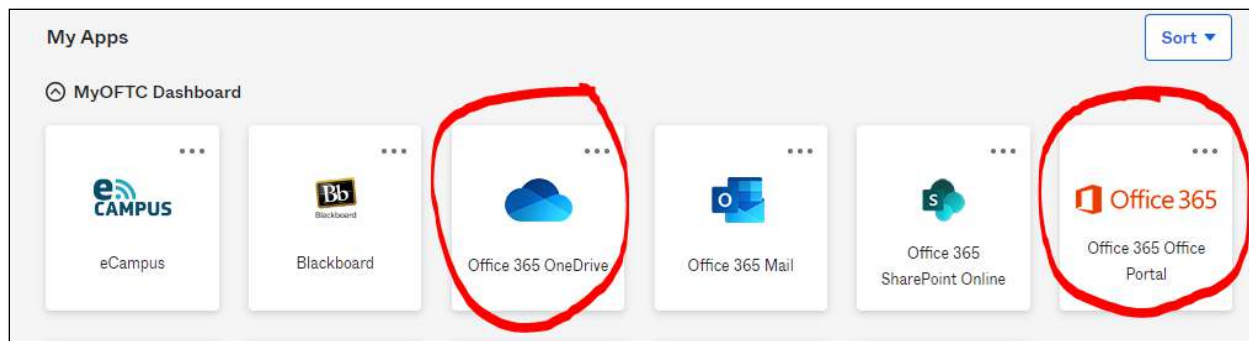
- **Announcements**- will typically include guidance on how to begin and navigate the course in a “Welcome” announcement or other method, such as a “Start Here” or “Read Me First” folder.
- **Instructor Information**- contains contact information for your instructor
- **Syllabus**- be sure to read your syllabus for important course information
- **Calendar**- view the schedule for events and due dates for all your courses
- **Lessons**- the bulk of your course content will be located in the LESSONS folder
- **Discussion Board**- your course may or may not use Discussion boards.
- **Email**- easily send an email to your instructor and others in the course.
*You will not receive email in Blackboard
- **My Grades**- here you can see assignments that are due, check grades, and see instructor feedback

Signing Out

When finished, return to the Blackboard UBN page and click the Sign Out tab at the bottom of the side menu.

Do not allow Blackboard to simply time out. Failing to logout properly may result in lost work, pose a security risk, or login issues for the next session.

OneDrive and Email



OneDrive

OneDrive is for storing any school-related files that you are working on or saving. Every student has access to OneDrive. To access your OFTC OneDrive account, click on the Microsoft Office 365 oft.c.edu OneDrive link on the MyOFTC Dashboard. To access your OneDrive click the **Microsoft 365 student.oftc.edu** logo on the login landing page.

Upload Files to OneDrive

You can upload any file type to OneDrive, including images, documents, and videos. Files can be retrieved from anywhere, on any device.

1. Sign in to your student account and click the OneDrive logo.
2. Click the **Upload** option at the top of the page.
3. Navigate to the file. Select the file, and click **Open**.
4. Your file will begin to upload. Once the upload is complete, you will find your file on your main OneDrive page.

Save a File to OneDrive

When you save a document in OneDrive, your document is stored in a central location that you can access from nearly anywhere. You can work on your document whenever you have a connection to the Web. From the application (Word, Excel, PowerPoint, etc.):

1. Click **File**
2. Click **Save As**
3. Click the OneDrive account where you want to save your file.
4. In the **Enter file name here** box, type a file name and click **Save**.

Email

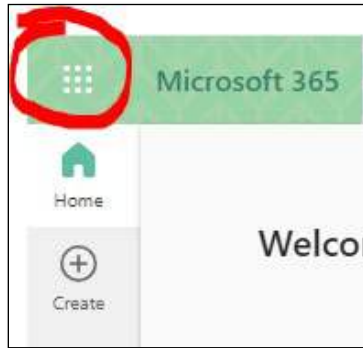
OFTC email is your official college email and should be checked regularly.

To access your OFTC student email, click on the **Microsoft Office 365 oft.c.edu Mail** link on the MyOFTC Dashboard.

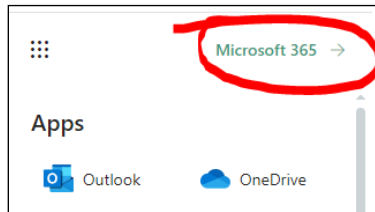
MICROSOFT OFFICE 365 APPS

Every student has free access to Office 365 apps Such as Word, that can be downloaded to up to five devices.

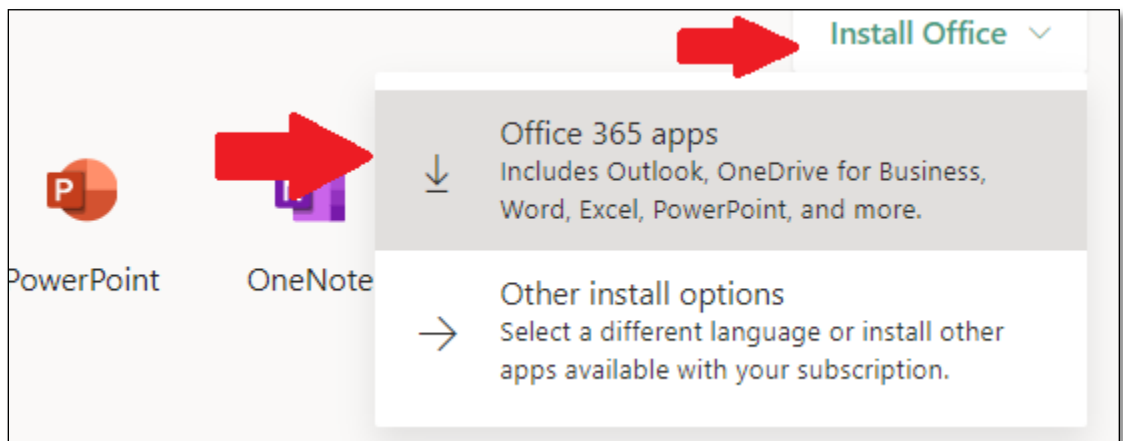
1. Open your **OFTC student email** account.
2. Click on the **Outlook app launcher** (Nine dots) in the top left corner



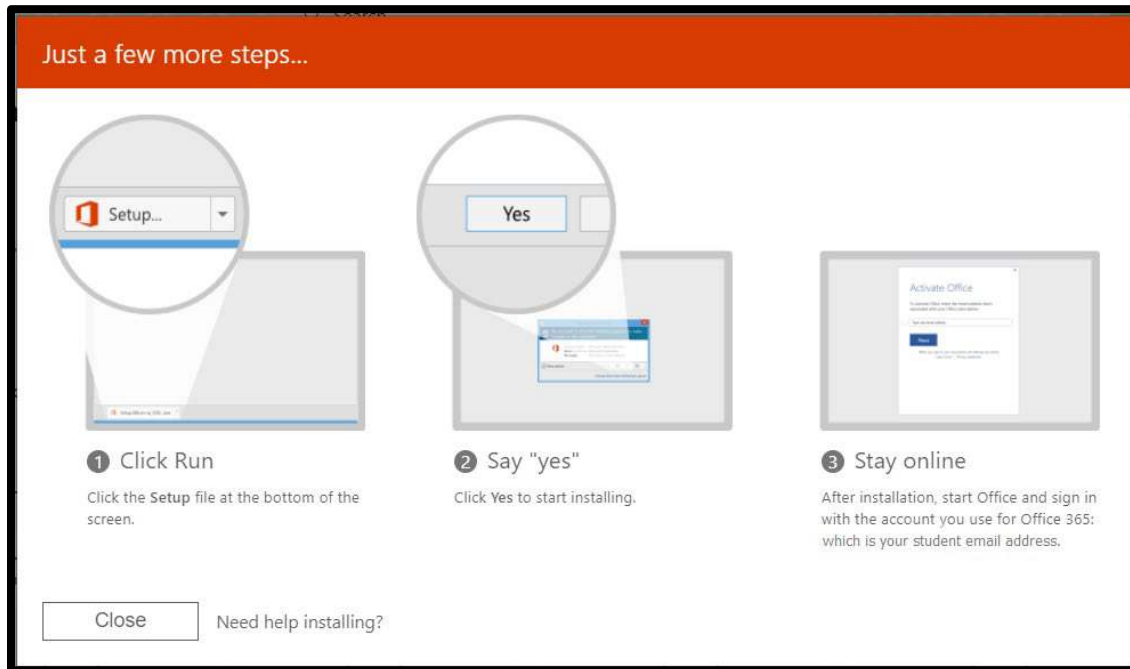
3. Click the **Microsoft 365** button in the top right corner of the window



4. Click the **Install Apps** button on the right side of the page
5. Select the **Office 365 apps** option



- Click on the downloaded file and click **Run**. Select **Yes** to begin the installation.



- After the installation, start Office and sign in with your student email address. The password will be the same as the one used for the student email account.

If you have followed the instructions but are having difficulty, please contact the IT department by email at itshelp@oftc.edu (this is the preferred method) or by phone at 478-274-7873.

Troubleshooting Issues

Every student has free access to Office 365 apps Such as Word, that can be downloaded to up to five devices.

- Confirm Login Information
 - Username = full OFTC student email address. For example, use tsmith5@student.oftc.edu.
 - Password : enter the password sent by email after applying to OFTC, unless you have changed it. (Check your Junk or Spam folder.)
 - Try logging in again; if login issue continues, go to Step 2.
- Close All Browsing Sessions (Chrome, Firefox, Safari, etc.)
 - Be sure to completely close ALL browsers.
 - After closing all browsing, go to Step 3.
- Clear Cache (Browsing History)
 - Open one browser (Chrome, Firefox, Safari, etc.). Avoid using Internet Explorer with Blackboard.

- Clear browsing history (cache) for your particular browser. Complete an Internet search for clearing cache on your browser. Example: “clear browsing history for Chrome.”
- If login issues continue, contact the OFTC Information Technology (IT) department at itshelp@oftc.edu or 478-274-7873.

Information on the OFTC Website

For all Blackboard information, visit the Online/Distance Education section, under the PROGRAMS or QUICKLINKS tab on the OFTC website.

For information on BannerWeb, Student Email, OneDrive, and Blackboard, click the appropriate MYOFTC DASHBOARD link on the OFTC websiteFor Blackboard Assistance

Blackboard Assistance

For Blackboard assistance, please contact:

Michelle Simpson

Disted@oftc.edu

478-240-5171

Dublin Campus, General Education building, Room #424

Have a great semester at OFTC!