

Welcome to OFTC and Blackboard

Blackboard Information

For Blackboard information, please visit:

- The [New Student Orientation](#) page on OFTC's website.
- 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

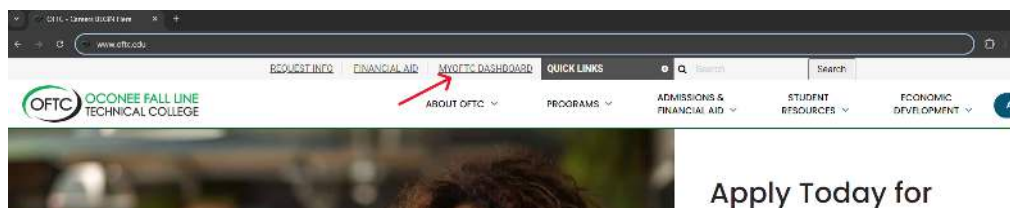
Before accessing Blackboard Ultra, or other OFTC systems, you must sign into Okta, OFTC's single sign-on service.

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 require a code to verify that you are the person trying to access the account.

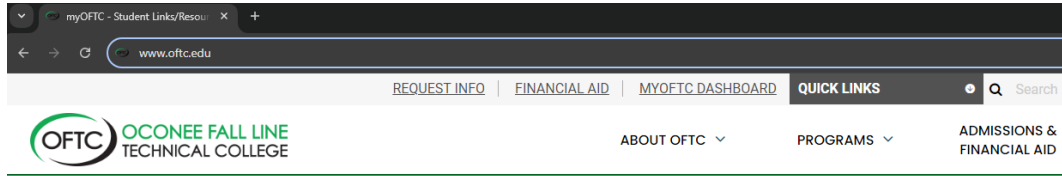
This guide is designed to step you through the initial setup of the Okta Verify application on your device for secure access and single sign-on (SSO) functionality. **You must do the initial setup from a computer, laptop, or a device separate from the device you are setting up the Okta Verify app on.**

Initial Setup of Okta

1. Access your OFTC Dashboard.
 - In the URL box of your web browser, type in www.oftc.edu to go to the college website.
 - Click on the **MYOFTC DASHBOARD** link at the top of the page. Depending on your device, you may need to click a menu symbol and select MYOFTC DASHBOARD at the bottom of the list.



2. Click on the MyOFTC Dashboard Login button.



myOFTC

Access BannerWeb, Student Email, OneDrive, and Blackboard via the "MyOFTC Dashboard" button:




- [TAX FORM: ECSI Heartland Website for Students 1098-T Tax Forms](#)
- OFTC Directory: [Search By Name or Department](#)


3. Enter your **username**, which is your full OFTC student email address
4. Click the **Next** button.

5. Enter the password that was provided to your personal email address after applying to the college. (Be sure to check your SPAM or Junk folder for this email.) Then click Verify.

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TECHNICAL COLLEGE



Verify with your password



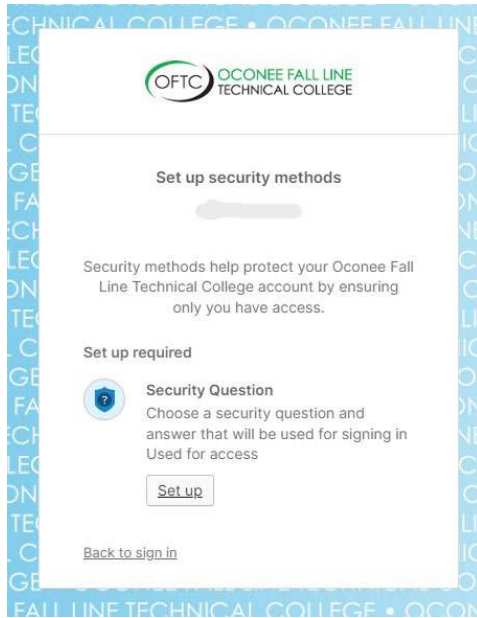
Password

[Verify](#)

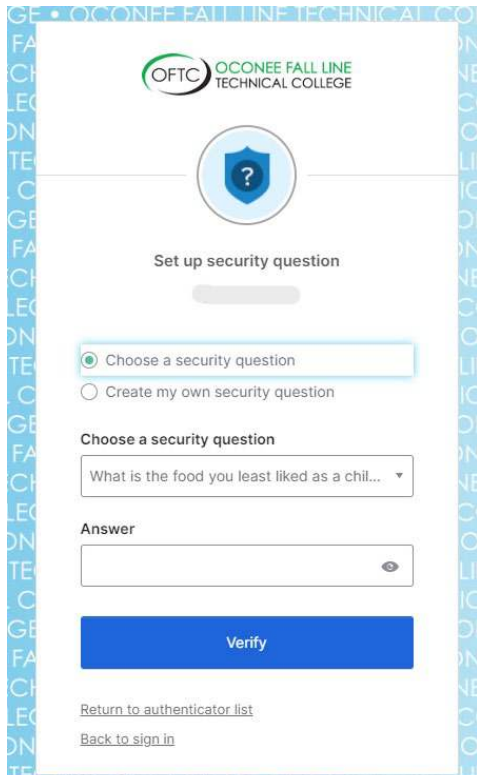
[Forgot password?](#)

[Back to sign in](#)

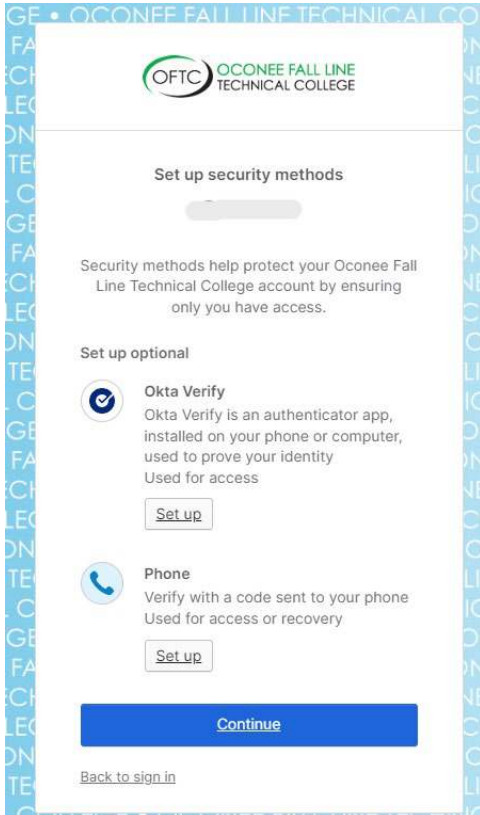
6. If you see the security question setup screen,
 - a. click set up.



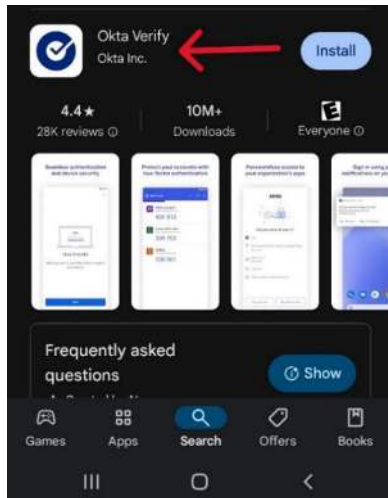
- b. Set up your security question then click verify.



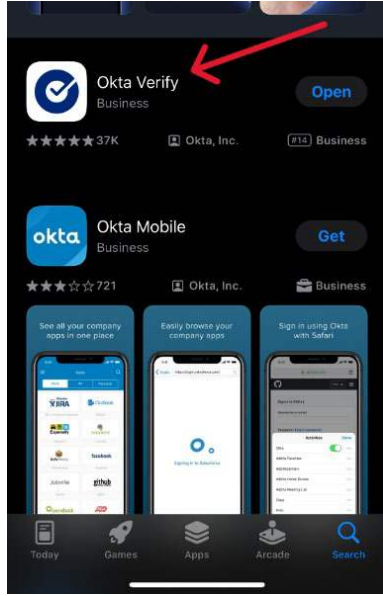
7. On the set up multifactor authentication page, select **Okta Verify** and click the **Set up** button.



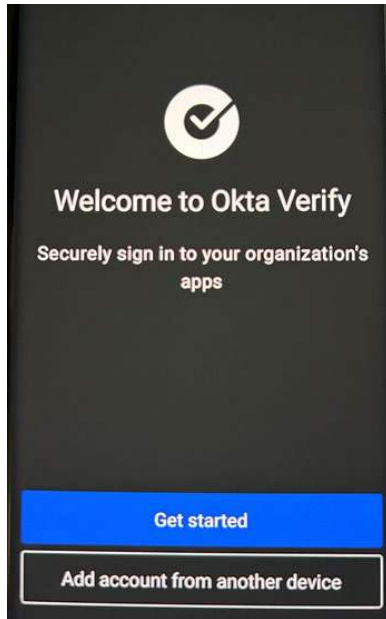
8. Next you will go through the installation steps for your type of device.
 - a. On your device, download Okta Verify from the Google Play Store or Apple App Store and install it.



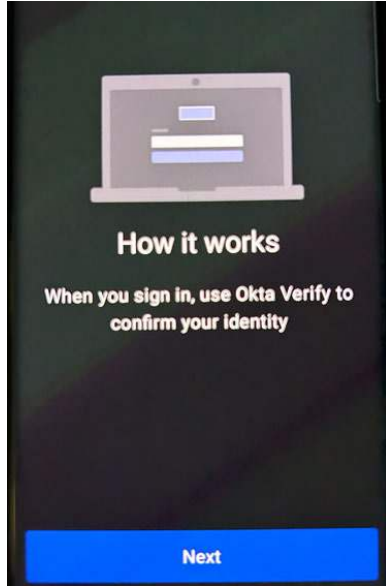
- b. Open the app and follow the instructions to add your account.



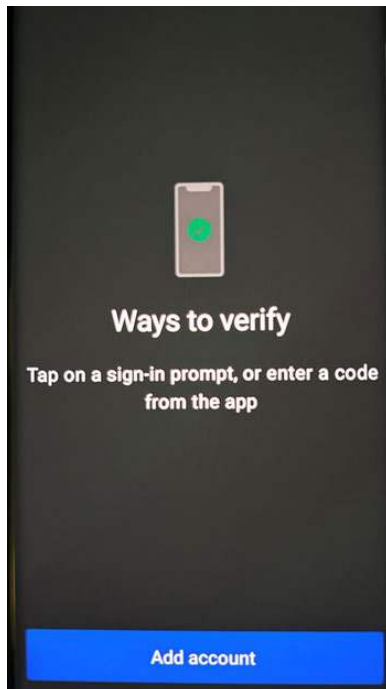
9. For first time installation, you may see the Welcome to Okta Verify screen.
 - a. Select **Get started** then select **Next**.



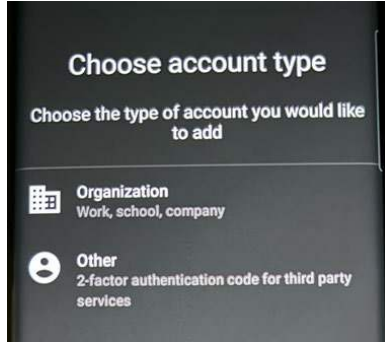
- b. Select **Next**



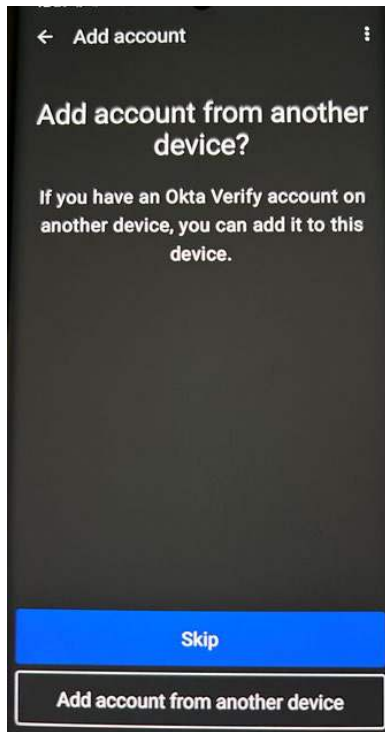
c. Select **Add account**



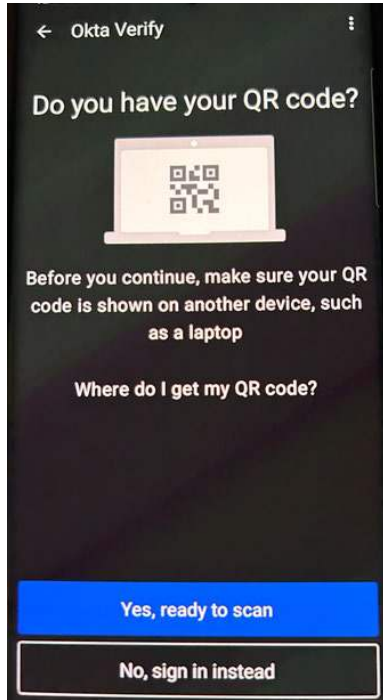
d. Select **Organization**



e. Select **Skip**



f. Select **Yes, ready to scan**

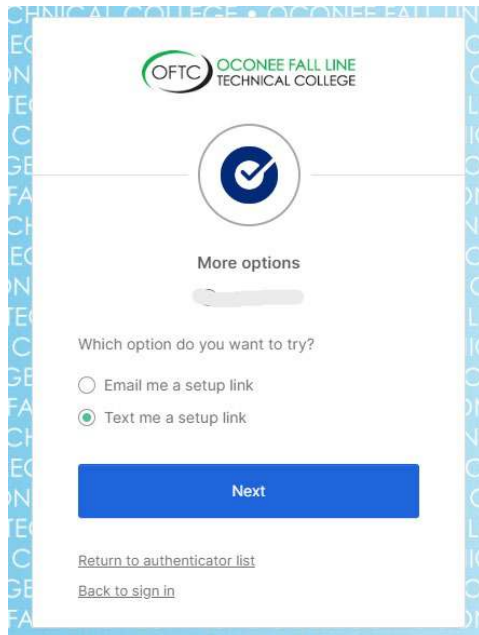


You may need to allow camera permission for the app. Your device will notify you to do so. When prompted, point your camera at the QR code displayed in the browser on the computer.



The installation should complete. Select Finish if it prompts you.

If you are unable to scan the QR code, click Can't scan? on the QR code screen. Select Text me a setup link then click Next.



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More options

Which option do you want to try?

Email me a setup link

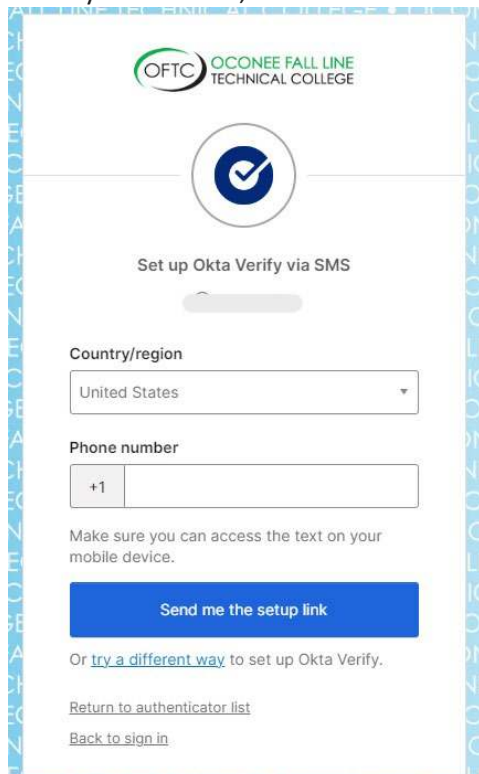
Text me a setup link

Next

[Return to authenticator list](#)

[Back to sign in](#)

Put in your number, select Send me the setup link, then follow the instructions sent to you.



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Set up Okta Verify via SMS

Country/region

United States

Phone number

+1

Make sure you can access the text on your mobile device.

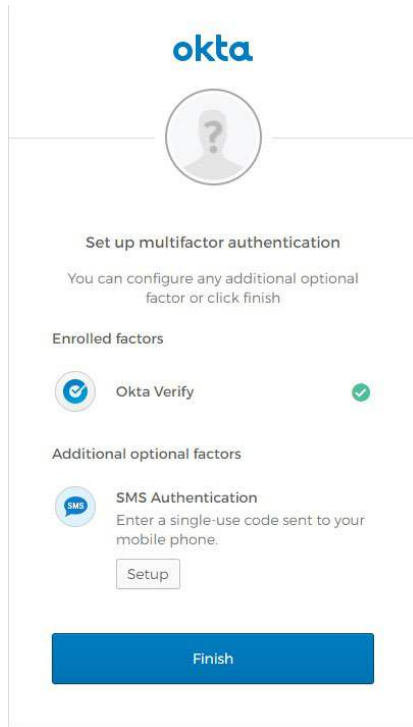
Send me the setup link

Or [try a different way](#) to set up Okta Verify.

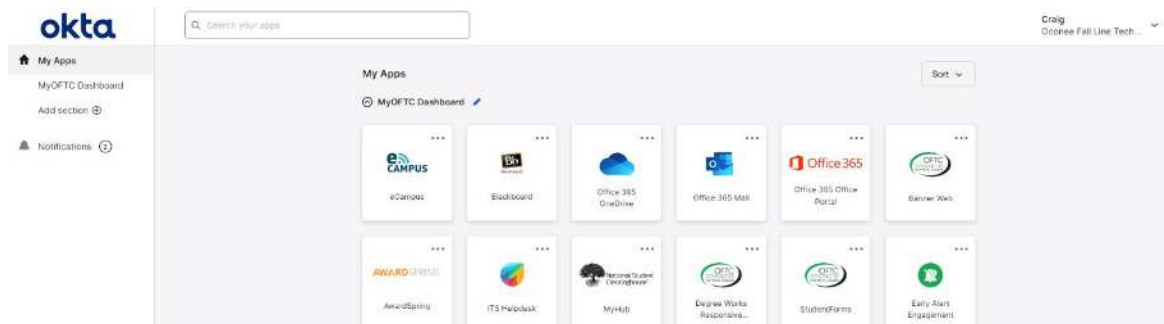
[Return to authenticator list](#)

[Back to sign in](#)

Click the **Finish** button to complete the installation and setup process.



When complete, you will be taken to your **MyOFTC Dashboard** homepage.



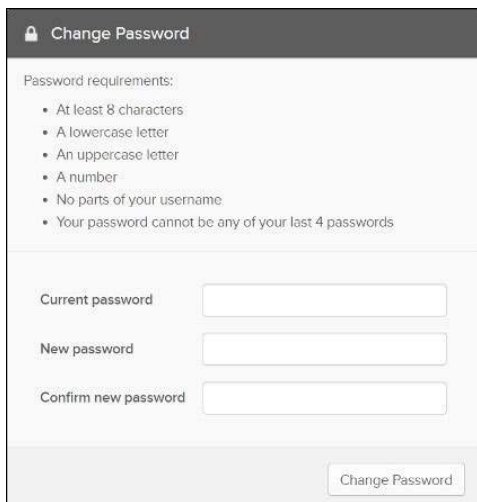
Change Your Password

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

1. Click your name in the upper right corner of the login landing page.
2. Click **Settings**.



3. Click **Edit Profile**.
4. Key your password.
5. Click **Verify**.
6. Click the drop-down arrow beside the Okta logo and choose the authentication method you prefer. For text message authentication, click Send code.
7. Key the code received on your mobile device.
8. Click **Verify**.
9. Enter your password information in the form, and click **Change Password**.

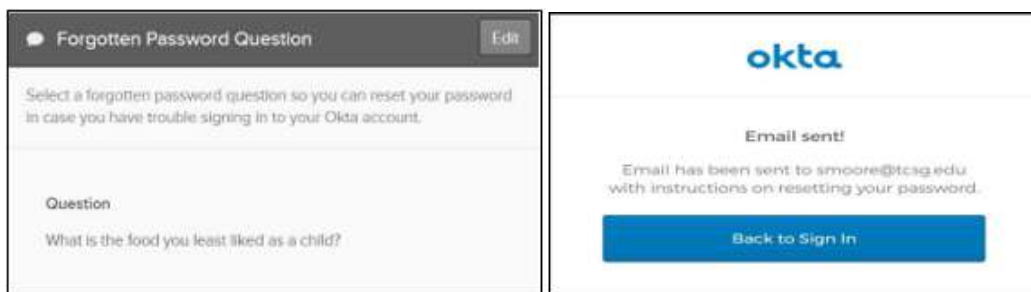
A screenshot of a 'Change Password' form. The form has a title bar with a lock icon and the text 'Change Password'. Below the title bar is a section titled 'Password requirements:' with a bulleted list: 'At least 8 characters', 'A lowercase letter', 'An uppercase letter', 'A number', 'No parts of your username', and 'Your password cannot be any of your last 4 passwords'. Below the requirements are three input fields: 'Current password', 'New password', and 'Confirm new password'. At the bottom right of the form is a button labeled 'Change Password'.

Forgotten Password Setup

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

Setup Forgotten Password Question Option

1. Click your name in the upper right corner of the login landing 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 forgotten password question.
10. Key correct answer in space provided and click **Save**.



Set up Forgotten Password Text Message Option

You also have the option to recover your password via text message. Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email.

1. Click your name in the upper right corner of the login landing 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 **Forgot Password Text Message** module.
10. Click **Add Phone Number**.

11. Change to **United States** is necessary on the **Country** option.
12. Key your mobile phone number in the space provided.
13. Click **Send Code**
14. Enter Code
15. Click **Verify**
16. Click **Done**



Set up Forgotten Password Text Message Option

You also have the option to recover your password via text message. Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email.

1. Click your name in the upper right corner of the login landing 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 **Forgot Password Text Message** module.
10. Click **Add Phone Number**.
11. Change to **United States** is necessary on the **Country** option.
12. Key your mobile phone number in the space provided.
13. Click **Send Code**
14. Enter Code
15. Click **Verify**
16. 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:

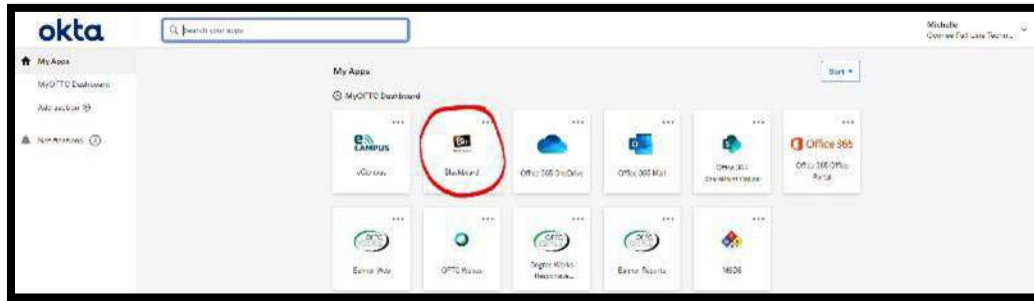
- itshelp@oftc.edu
- 478-274-7873

BLACKBOARD

Access Blackboard

To access Blackboard:

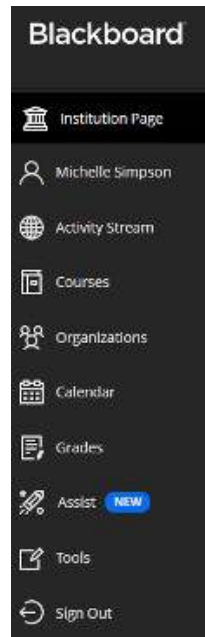
- Click on the **MYOFTC Dashboard** link at the top of the OFTC.edu home page.
- Click on the **MyOFTC Dashboard Login button** on the myOFTC page.
- Sign into Okta (if not already signed in)
- Click on the Blackboard icon on the **MyOFTC Dashboard** page.



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

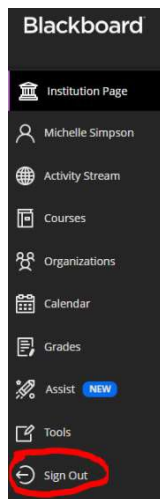


- **Institution Page**-This link goes to the college's website.
- **Activity Stream**-View activity for all your courses. Updates are up-to-the minute.
- **Organizations**-Access organizations that you lead or are a member of.

- **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.

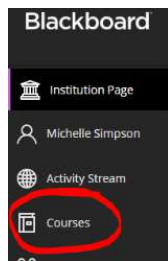
Logout of Blackboard

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.

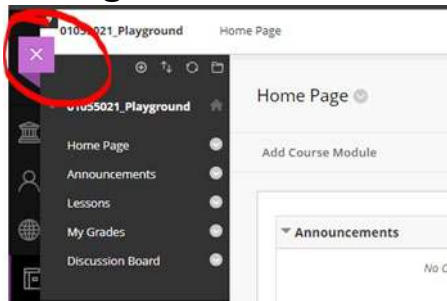


View and Select Course(s)

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.

Navigating a Course

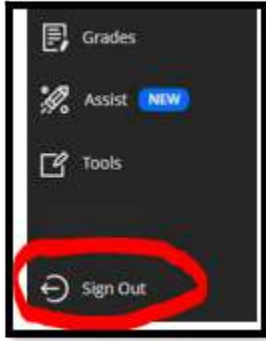
Navigation Bar

Content Calendar Announcements ① Discussions Gradebook ④ Groups

- **Content** – All course materials will be located on this page.
- **Calendar** – View the schedule for events and due dates for all your courses.
- **Announcements** – Instructors 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.
- **Discussion Board** – your course may or may not use Discussion boards.
- **Gradebook** – Here you can see assignments that are due, check grades, and see instructor feedback.
- **Groups** – If your instructor is utilizing group activity, you will find that information here.

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.

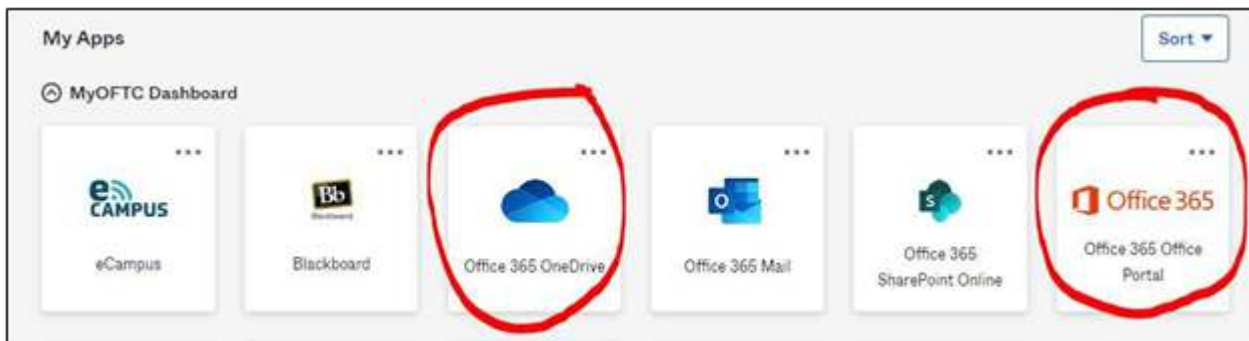
Navigation Bar

Use the links on the Navigation Bar to access all areas of your Blackboard course.

[Content](#) [Calendar](#) [Announcements](#) (3) [Discussions](#) [Gradebook](#) (1) [Groups](#)

- **Content-All** - course materials will be located on this page.
- **Calendar** - view the schedule for events and due dates for all your courses.
- **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.
- **Discussions** - your course may or may not use Discussion boards.
- **Gradebook** - here you can see assignments that are due, check grades, and see instructor feedback
- **Groups** - if your instructor is utilizing group activity, you will find that information here.

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.oft.c.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

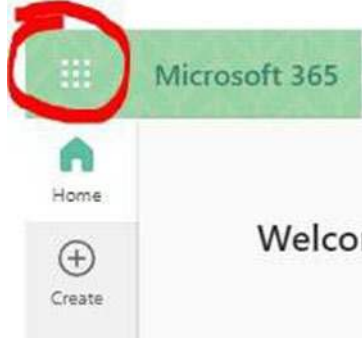
OFTC email is your official college email and should be checked regularly.

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

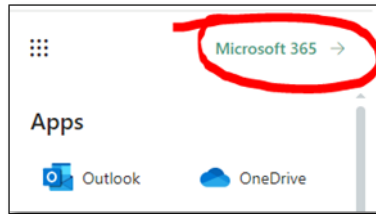
MICROSOFT OFFICE 365 APPS

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

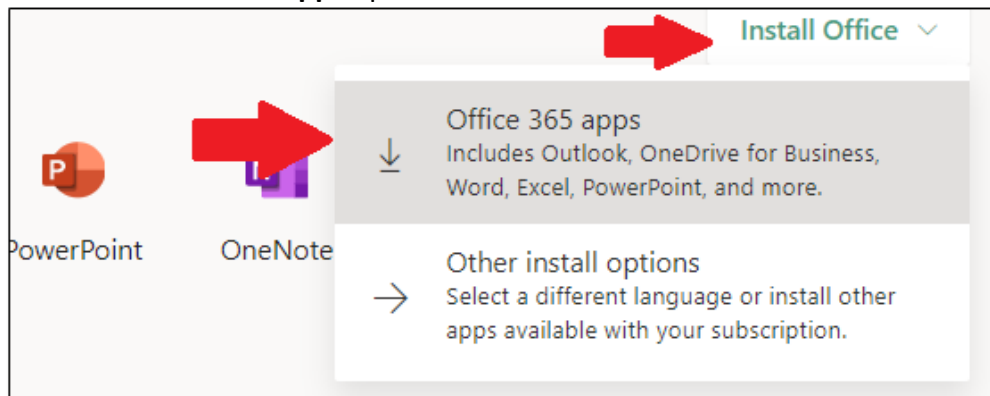
1. Open your **OFTC student email** account.



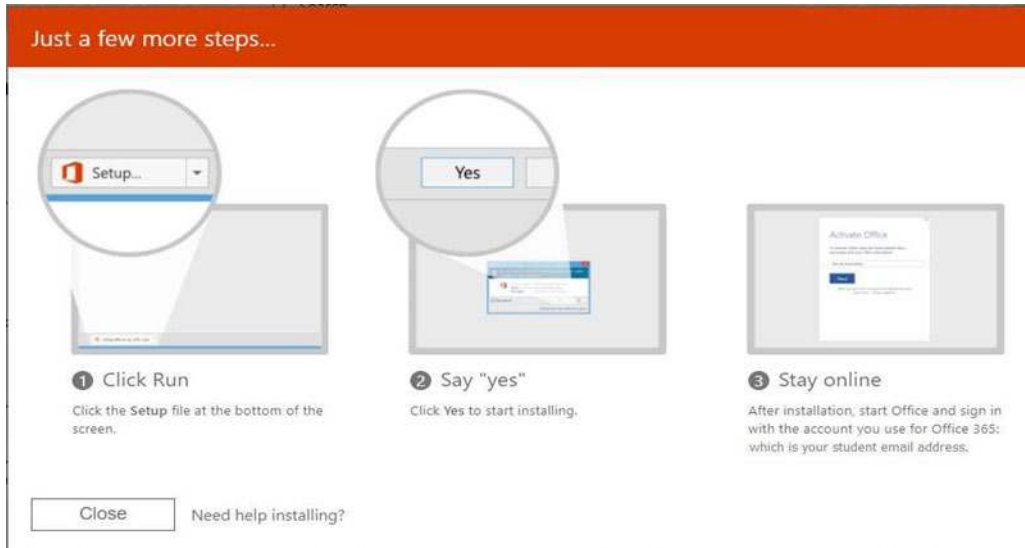
2. Click on the **Outlook app launcher** (Nine dots) in the top left corner
3. Click the **Microsoft 365** button in the top right corner of the window



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



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



7. 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.

1. 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.
2. Close All Browsing Sessions (Chrome, Firefox, Safari, etc.)
 - Be sure to completely close ALL browsers.
 - After closing all browsing, go to Step 3.
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!