

## How do I access/log into the different platforms?

This document will provide a “quick guide” to what you need to do to access each of the content delivery and student learning platforms that are supported by Brooklyn College and CUNY.

Click on the topic below for the section of this document you are interested in learning about.

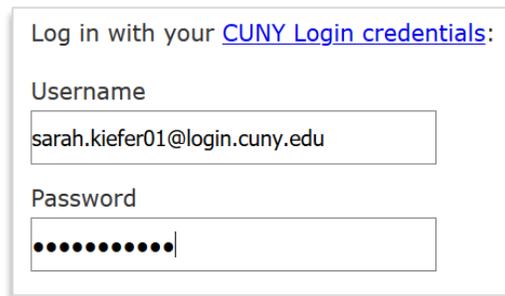
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# Blackboard (including Collaborate)

Blackboard is CUNY's primary learning management system and is fully-supported by CUNY and Brooklyn College Academic Information Technology.

## Step 1: Log In

- Go to [bbhosted.cuny.edu](http://bbhosted.cuny.edu) and login using your CUNY Login credentials.
- Your CUNY login credentials are the same as you use for other services like CUNYfirst, Office 365 and Dropbox.
  - Most CUNYfirst logins follow the format `firstname.lastname##@login.cuny.edu` (the numbers are usually the last two digits of your EMPLID)
  - The password is your CUNYfirst password



Log in with your [CUNY Login credentials](#):

Username  
sarah.kiefer01@login.cuny.edu

Password  
●●●●●●●●

## Step 2: Use Blackboard!

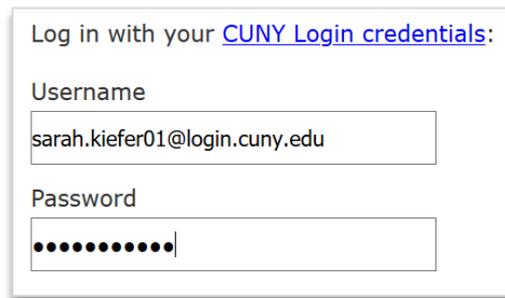
- Blackboard is fully web-based.
- Blackboard Collaborate Ultra is found under the course Tools section.

# Dropbox

Dropbox is a cloud storage service enabling easy online backup, file sharing and document collaboration. Files stored in your Dropbox are accessible from anywhere you have Internet access, including mobile devices. You can easily share files in Dropbox with students regardless of file size.

## Step 1 – “Claim” your Dropbox account

- Go to [dropbox.cuny.edu](https://dropbox.cuny.edu) and login using your CUNY Login credentials.
- Your CUNY login credentials are the same as you use for other services like CUNYfirst, Blackboard, and Office 365.
  - Most CUNYfirst logins follow the format `firstname.lastname##@login.cuny.edu` (the numbers are usually the last two digits of your EMPLID)
  - The password is your CUNYfirst password



The screenshot shows a login form with the following elements:

- Text: "Log in with your [CUNY Login credentials](#):"
- Text: "Username"
- Text input field containing: "sarah.kiefer01@login.cuny.edu"
- Text: "Password"
- Text input field containing: "●●●●●●●●"

- Follow the steps on the screen

## Step 2 – Use Dropbox!

Once you’ve claimed your account, you can use Dropbox on the web, or you can choose to install the desktop or mobile apps. Use your CUNY login for any of these options. You may be asked to verify your identity when you first use a device/computer by way of a verification code sent to your e-mail address.

### ***What if I already have a Dropbox account?***

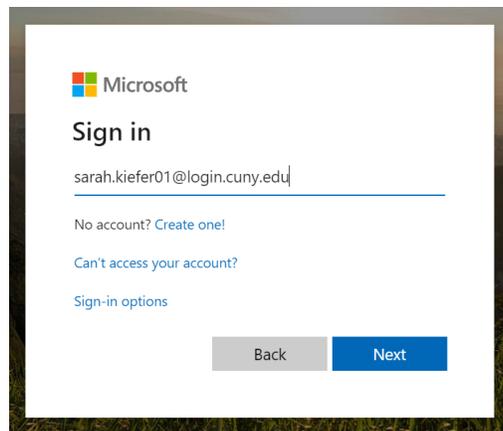
That’s great. Drop box supports multiple accounts in the desktop and mobile apps. You can switch between them and set one or the other as default. The CUNY license allows for what is effectively unlimited storage and sharing. You can avoid having to pay for a premium account for the course materials you are sharing with (or collecting from) your students.

# Office 365 (including Microsoft Teams)

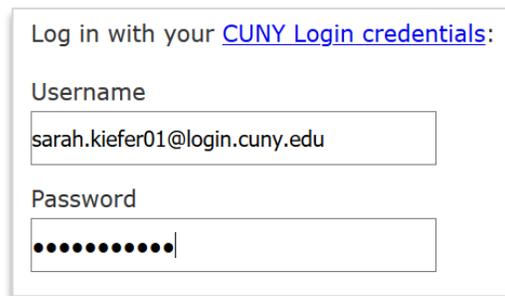
Office 365 is Microsoft's entire office suite—which you can use completely online or you can download all of the apps free of charge on up to five devices, including desktops and laptops, tablets, and smart phones. This includes widely used Microsoft applications, such as Word, Excel, PowerPoint, OneDrive, Outlook, and Skype for Business.

## Step 1: Log Into the Web Interface

- Go to [www.office.com](http://www.office.com) and click on the “Sign In” button
- Enter your CUNY login credentials username. This is the same as you use for other services like CUNYfirst, Blackboard, etc. Most logins follow the format `firstname.lastname##@login.cuny.edu` (the numbers are usually the last two digits of your EMPLID).



- Click “Next”
- This tells Microsoft you are from CUNY and you will then be asked to enter your full CUNY username and password.

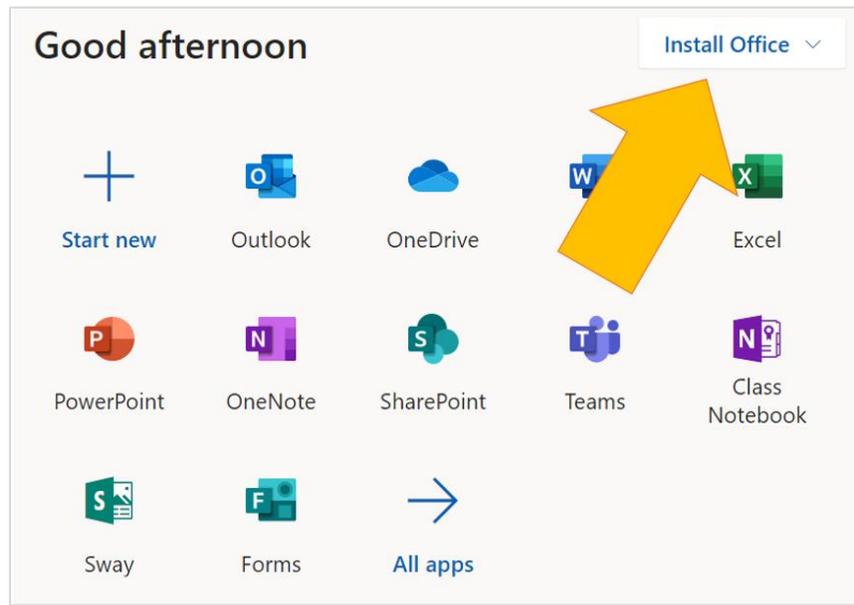


## Step 2: Use Office 365 On the Web

- You can use all of the Microsoft Office suite of apps immediately on the web
- *Or...*

### Step 3: Install Office 365 on your devices/computer

- Click on the “Install Office” drop down menu to install the software on your device. Generally speaking, the desktop computer version of the software is a bit easier to use and has a more complete set of features, as compared to the web-based version.



- After following the instructions for installation, you will be asked to log in using your same CUNY credentials to verify the licensing. The log in ‘carries over’ from application to application, so you shouldn’t need to log in again (e.g., opening Word, then opening Excel).

# Google Meet and Other G Suite Tools

Google Meet is a great video conferencing alternative to Zoom or WebEx hosted on the G-Suite platform. It includes join links, dial-in numbers, recording and screen sharing for up to 250 attendees.

## Step 1: Request an Account

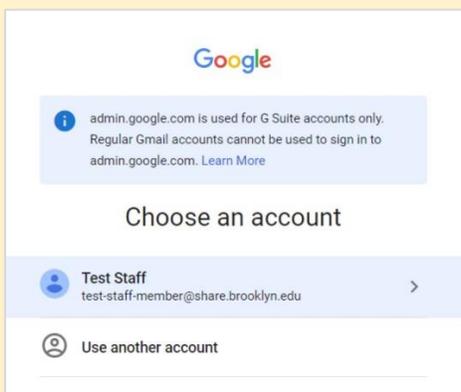
- Fill out this [Request Form and submit it to ITS](#).
- Once your account is created you will receive an email from Google to set your password.

## Step 2: Use Google Meet

- Set your password following the directions.
- Go to [meet.google.com](https://meet.google.com) and login using your newly created G-Suite account.

### **Google Meet vs. Existing Gmail Account**

If you are logged-in to an existing Gmail account, you will see a [screen to select which account you want to use for Meet](#). Be sure to select the account ending in **share.brooklyn.edu**.



If you are prompted multiple times to select an account, just close the page and go directly to [meet.google.com](https://meet.google.com) to start your conference. Clearing out your browser's cookies and cache can also help if you run into an issue (i.e., your browser refuses to "forget" your personal account).

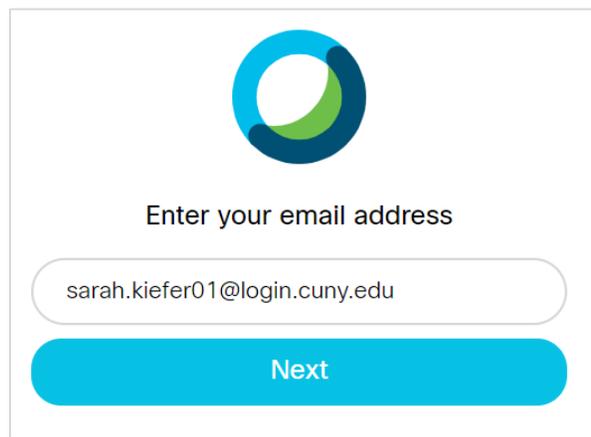
**Note:** Many of you would like to stay logged into your personal gmail accounts for various reasons. An easy solution to this is to use separate browsers for Google Meet and your personal accounts. For example, using Chrome for Google Meet and Firefox for your personal accounts.

# CUNY WebX

WebEx is a video conferencing platform licensed by CUNY for all faculty and staff.

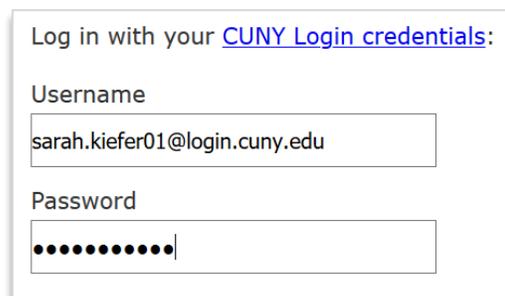
## Step 1: Log Into the Web Interface

- Go to [connectcuny.webex.com](https://connectcuny.webex.com) and login using your CUNY Login credentials.
- Enter your CUNY login credentials username (**not** your e-mail address). This is the same as you use for other services like CUNYfirst, Blackboard, etc. Most logins follow the format `firstname.lastname##@login.cuny.edu` (the ## are usually the last two digits of your EMPLID).



The screenshot shows a login form with a circular logo at the top. Below the logo, the text "Enter your email address" is displayed. A text input field contains the email address "sarah.kiefer01@login.cuny.edu". Below the input field is a blue button labeled "Next".

- Click "Next"
- This tells Cisco you are from CUNY and you will then be asked to enter your full CUNY username and password.



The screenshot shows a login form with the heading "Log in with your [CUNY Login credentials](#)". Below the heading are two input fields: "Username" and "Password". The "Username" field contains the email address "sarah.kiefer01@login.cuny.edu". The "Password" field is masked with black dots.

## Step 2: Use WebX

- WebX is fully web-based.

# CUNY Academic Commons

The CUNY Academic Commons is a WordPress platform customized for CUNY instructors and students. You can host your course on the platform using a “Group.” Groups have a simple setup process and allow instructors to store course materials in the group library, host discussions in the forum, and email students.

## Step 1: Register for a New Account

- Go to [commons.gc.cuny.edu](https://commons.gc.cuny.edu)
- Click on “Register” in the upper-right corner for a new account (if you don't already have one).
  - You will select your own username and password
  - You must use a CUNY e-mail address to register
- Follow the instructions to submit the registration.

## Step 2: Activation Link

- You will receive an activation link in your e-mail to complete your registration

## Step 3: Use CUNY Academic Commons!

- The website includes lots of information about how to set up groups, share materials, etc.