

Getting Novell User ID, Blackboard User ID, Moodle User Id and Other Account Information Fall 2010

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All College personnel and students are required to access their MAC e-mail regularly to receive important College information and to correspond with the College. **Approximately** one week before classes begin, you will be able to get your E-mail address, Novell User ID, Blackboard User ID and Moodle User ID by using the following instructions. **NOT ALL INSTRUCTORS USE BLACKBOARD OR MOODLE. PLEASE FIND OUT IF BLACKBOARD OR MOODLE IS BEING USED IN YOUR CLASSES BEFORE YOU ATTEMPT TO LOG IN. IF YOUR ONLINE CLASS IS IN MOODLE, CHECK YOUR E-MAIL A FEW DAYS BEFORE CLASS FOR LOGIN INSTRUCTIONS FROM YOUR INSTRUCTOR.**

- Log onto Internet Explorer and type the following in the address bar: <https://portal.mtaloy.edu>, to access the portal page of the Mount Aloysius College website.
- To view instructions on using your e-mail and other accounts, on the right hand side of the page, in the Campus Resources section, click **MAC Account Information**. If you receive a certificate error, click "Continue...", then enter your **Student Number** and your **Last name** then click **Look Up**. Your student number may be found on the schedule you were given when you registered (ID Number) or on the back of your student picture ID, which can be obtained from Security. **READ THE BOTTOM OF THE ACCOUNT INFORMATION SCREEN, WHICH SHOWS YOUR USERNAME, TO SEE DEFAULT PASSWORDS NEEDED TO INITIALLY LOG IN TO THE PORTAL PAGE.**
- **To return to the portal page, click the "Home | My MAC" tab.**
- On the portal page, under Quick Links on the left hand side, Blackboard and Moodle may be accessed.
- One day prior to attending classes, verify room assignments for classes by accessing your schedule on the portal page at <https://portal.mtaloy.edu>. Login by entering your username and password. Click the **Students** tab. Click **View Details**, scroll down to the bottom of the page and click the **Student Schedule PDF** link. Click **File**, then **Print**, to print your schedule. Your room assignments are on your schedule.
- Access your e-mail by clicking on **MAC E-Mail** before the start of the semester for additional information.
- Make sure you log out when you are done accessing your portal page, if you are in a public area.