



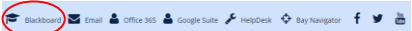
Passwords

- ▶ At least eight characters
- ▶ Case seNsitive
- ▶ At least two numbers.
- ▶ Example: sMiliNg38




Blackboard: Learning Management System

- ▶ Used by most faculty
 - ▶ Distribute handouts
 - ▶ Collect assignments
 - ▶ Discussion boards, wikis, blogs
 - ▶ and more
- ▶ Used for online instruction

Microsoft Office 365 (O365)

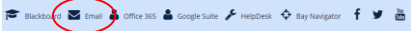


- ▶ Access to Microsoft Office 365
 - ▶ Microsoft Office for home use at no additional charge while enrolled
 - ▶ 1 Terabyte of Cloud storage via OneDrive
 - ▶ MassBay Email Account
 - ▶ Access to a suite of cloud-based Microsoft applications and tools

Email

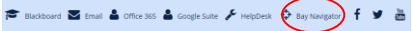
Check your MassBay email daily!

- ▶ All MassBay email sent to your college issued email account
- ▶ Best to use when emailing anyone at MassBay
- ▶ Email address: **username@massbay.edu**
- ▶ Accessible from the MassBay homepage




Bay Navigator

- ▶ MassBay Student Records system
- ▶ Online registration & add/drop
- ▶ Class schedules
- ▶ Midterm and final grades
 - ▶ No report card mailed
- ▶ Pay MassBay bills
 - ▶ Payment plan available
- ▶ Waive health insurance and other college fees





Self Service Password Management Tool



- ▶ Our self service tool allows you to take control of password management.
- ▶ Easily reset your password and synchronize among all MassBay accounts
- ▶ Access tool from the Blackboard Home Page or the following web site:
<https://mbccweb.massbay.edu/passwordtool>

Getting Help

- ▶ Wellesley Campus: **Room 242F**
- ▶ Framingham Campus: **Computer Lab**
Check website for most current hours of operation.
- ▶ Online
 - ▶ Helpdesk (link at the bottom of MassBay Homepage)



GOOD LUCK!
