



Dear Online Student:

Welcome to the Wintersession at the University at Albany! You are receiving this letter because you have enrolled in a University at Albany course that will be delivered fully online using the **Blackboard Learning System CE** (BLS).

If you decide to withdraw from this course, please note that tuition liability is calculated based on the date the course is officially dropped. **Not logging into your course does not alleviate your financial liability.** The tuition refund schedule used to determine your liability can be found at <http://www.albany.edu/studentaccounts/charges.htm>.

To log into BLS, students will use their Net ID and UNIX password. **If you know your Net ID and UNIX password please skip to the last sentence of this paragraph.** If you have not established your Net ID and UNIX password, you will first need to complete the Password Set/Reset process. To complete the process, go to <http://www.albany.edu/its> with your Social Security Number and Personal Identification Number (PIN) and select the "Password Set/Reset" button. If you need assistance with your PIN please contact the ITS HelpDesk at (518) 442-3700. After you complete the process, your Net ID will display on the confirmation screen. **Write down this information as you will use your Net ID and UNIX password to log in to BLS.** To log in go to <http://bls.its.albany.edu> and click the "log in" button.

Students enrolled in courses using Blackboard can access their course(s) beginning on **Thursday, December 3, 2009**. If you are looking for course information prior to this date, the Wintersession instructors have posted a course preview page with important course information. To access the preview page, go to <http://bls.its.albany.edu> and select the links for the "Course List" and "Winter 2010." To navigate to the information for your specific course section(s) select the green arrow next to the course title.

We encourage you to use the **two weeks before** the Wintersession begins to review the course schedule and syllabus and familiarize yourself with the system. Students are encouraged to take advantage of the *BLS: Student Tutorials* which can be accessed on your "My Blackboard" page. To insure the best performance while using BLS, you should use the "Check Browser" utility and optimally configure your computer. Due to the short duration of the Wintersession, you should resolve technical issues (if any) prior to the start date of **Thursday, December 17, 2009**.

While enrolled in this course(s) you will not be required to attend any face-to-face class meetings or travel to campus for any reason. You will be able to access UAlbany services, including the University Library system, from a distance. For a list of FAQ's about being a distance learner at UAlbany please visit: [http://www.albany.edu/its/distance\\_learning\\_faqs.htm](http://www.albany.edu/its/distance_learning_faqs.htm).

For additional assistance using Blackboard, including help with establishing your password or logging in, please contact the University at Albany ITS HelpDesk at (518) 442-3700 or submit a Help Request at <http://www.albany.edu/its/help>. Should you have additional questions, please feel free to contact Caroline Manssino-Cohen at [CManssino@uamail.albany.edu](mailto:CManssino@uamail.albany.edu).

Sincerely,

Joy D. Ewing  
ITS, Client Support Services