



Dear Online Student:

Welcome to the Summer 2008 semester and distance learning 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 6 (CE 6).

Please be advised that you have now incurred tuition and fees for the course(s) in which you are enrolled. **You will be billed by the Office of Student Accounts for the course(s) and are responsible for payment.** The tuition refund schedule, which should be used to determine your liability, can be found at <http://www.albany.edu/studentaccounts/tuitionliability2008summer.htm>. Please note that tuition liability is calculated based on the date the course is officially dropped. **Failing to log into the class does not alleviate your financial liability.**

To log into CE 6, 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 CE 6.** To access CE 6, go to <http://bls.its.albany.edu> and select the "Log In" link.

Students enrolled in courses using CE 6 can access their course(s) beginning 2 weeks before the start of the session it will be offered in. We encourage you to use this time to review the course schedule and syllabus and familiarize yourself with the BLS system. We also encourage students to take advantage of the *BLS: Student Tutorials* which can be accessed on your "My Blackboard" page. To insure the best performance while using CE 6, we also encourage you to use the "Check Browser" utility and optimally configure your computer.

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/extended_learning/how_to.html and for information about Blackboard Learning System visit: <http://www.albany.edu/its/bls>.

For additional assistance using CE 6, 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 me at jewing@uamail.albany.edu.

Best wishes for a successful semester!

Sincerely,

Joy D. Ewing
ITS, Client Support Services