Getting Started
2014/2015

Getting Started will help you prepare for your arrival at the University of Lincoln and put you in touch with fellow students online prior to joining us. You can find Getting Started on Blackboard, the virtual learning environment accessed by all University of Lincoln students.

This booklet will help you to access Blackboard for the first time and give you information on things you need to do before you arrive at the University to enrol.

Before enrolment you need to log in to blackboard.lincoln.ac.uk and:

- Set your network password.
- Check and update your personal details.
- Upload a photograph for your ID card.

On Getting Started you will also:

- Find useful information about living in Lincoln and getting started with your studies.
- Discover information about the Library, ICT Services, Student Services and the Students’ Union.
- See links to the University of Lincoln social media sites on Facebook and Twitter.
- Be able to check that your computer is up-to-date with anti-virus software and will be able to access the University network.

Familiarising yourself with Blackboard before you arrive will help you to use it for your studies once you arrive at Lincoln.
How to get started…

Find the login page for Blackboard at http://blackboard.lincoln.ac.uk

All new students accessing Blackboard for the first time will need to change their default password to one of their choice.

To change your password click onto the ‘Click here to Set Password’ link on the Blackboard login page.

Your username is the eight-digits from your account number; for example ABC12345678 would be 12345678. You will find this information on the top left hand side of your enrolment letter.

Your old password will be your date of birth. This is in the form of monthddyy; for example if your birthday is 1st January 1978, then your old password would be: january0178. Next, choose a new password, this needs to be a minimum of 7 characters and is case sensitive.

If you encounter any difficulties logging into Blackboard please contact the ICT Services Helpdesk on 01522 886500 (24 hour helpline) or email helpdesk@lincoln.ac.uk.
Once you have logged in you will see a page which looks similar to the one above.

**Step 1 Check and update your Personal Details**

Click the Start button to enter Step 1 of the enrolment process.

This page allows you to review and update the personal details we hold for you. The screen will look similar to the screen below. It’s important that you check your details carefully and amend if necessary. You will also need to read the privacy notice, and submit your details.
Step 2 Upload your photo

Upload your photo
Click the Start button in Step 2 to begin the process of uploading your image. You will be taken to the screen shown to the right. Follow the instructions on screen to select and upload your photo, following the guidelines to ensure that your photo is suitable.

Rotate and crop
If you need to rotate your image simply follow the instructions on screen. To crop your photo simply click and drag on the image to select an area. You can alter this selection by dragging the boxes at the corners of the area. At this stage you will have the opportunity to upload an alternative photo should you wish. Once you’re happy with how your image looks click on the Submit button.

Completion
The process is now complete and you’ll now be shown an example of how your ID card will appear. Your photo will be reviewed and either accepted or rejected by the Student Administration team. You’ll then receive confirmation of this via email.

If you require assistance with uploading your photo for the student ID card please contact the Student Administration team on 01522 886101 or email studentrecords@lincoln.ac.uk

Once you have successfully completed these steps you will be able to access all the information on the full Getting Started site shown to the left. You’ll find details of your programme, and the name of the School where your course is based, on your enrolment letter.