

Getting Started

To help you prepare for arrival on campus for welcome week, you will need to:

- Set up your personal password
- Check and update your personal details
- Upload a photograph for your student ID card
- Access specific information about your programme to help you to prepare for welcome week

Set Your Password

Find the login page for Blackboard at:
<https://blackboard.lincoln.ac.uk>

Click on “First Time Here?”, then the “Click here to Set Password” button. When the “Get Back Into Your Account” page appears, enter your student email address in the User ID box as displayed:

AccountID@students.lincoln.ac.uk

Your Account ID is the eight-digits of your Student ID. You will find this information on the top left hand side of your enrolment letter.

If your student ID is ABC12345678 your Account ID is 12345678

Next, enter the characters in the picture displayed on screen or the words in the audio.

Click Next.

If you have a personal email address registered with us, you will then receive a verification code and instructions on creating a new University password in your personal email inbox. If you do not have a personal email address registered with us, please contact ICT Services on 01522 88 6500, or via email at ict@lincoln.ac.uk

You will now need to enter a new password.

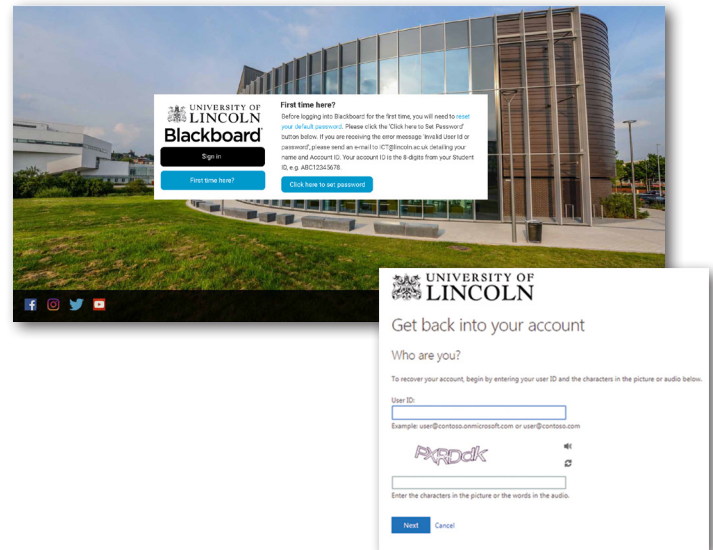
Click “Submit”, then go back to <https://blackboard.lincoln.ac.uk> and log in with your new password.

If you receive an error message, please contact ICT Services for support on 01522 88 6500.

Note: If you ever forget your password, click on “Forgot Password?” on the Blackboard login page to change it.

Make sure you visit sspr.lincoln.ac.uk and set security questions, register your phone number and personal email address to help you easily reset your password in the future, without having to contact the ICT Service Desk.

If you require assistance with changing your password, please contact ICT Services on 01522 88 6500 or email ict@lincoln.ac.uk

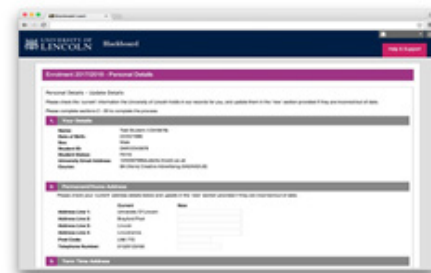


Check and Update Your Personal Details

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

This page allows you to review and update the personal details we hold for you and should look like the screenshot to the right. It's important that you check your details carefully and amend if necessary.

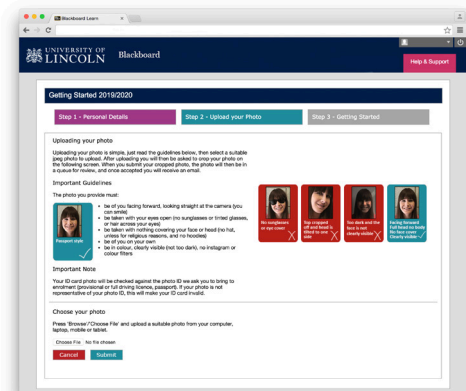
You will also need to read the privacy notice, and submit your details.



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.

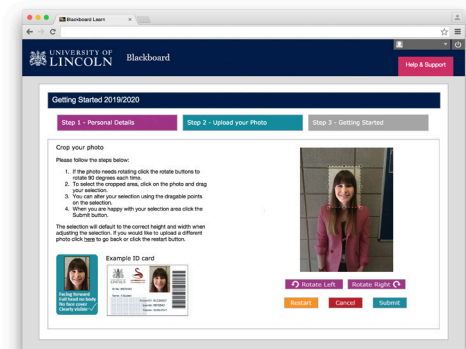
Please Note: There are compatibility issues with iPhones and Microsoft Edge - we recommend using Google Chrome or a different browser to upload your photo.



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.



The process, once complete, will show an example of how your Student ID card will appear. Your photo will be reviewed and either accepted or rejected by the Student Administration team - after which you will then receive confirmation of this via email.

If you require assistance with uploading your photo or changing your password, please contact ICT Services on 01522 88 6500 or email ict@lincoln.ac.uk

After uploading your photo, find out about Study @ Lincoln...

From the next screen click on to your School and then the name of your course to discover more about studying at Lincoln. If you aren't sure check the name of your School and course on your enrolment letter.

You will receive a welcome to your course, who will be teaching you, what you will be studying and what will be happening in welcome week. Your academics might also suggest some summer activities as well as some suggested reading. You will also be able to connect to the social media for your programme of study as well as other links to information about Lincoln.