

# Student Access to Triton's Portal & Blackboard

## Step # 1

After registering for your dual credit course, you will need to get a **Student ID** card from the **Welcome Center in Building B**. It takes 48 hours for the system to update your record in order for you to do this, so plan on stopping into the Welcome Center two days after you have been registered at the earliest.

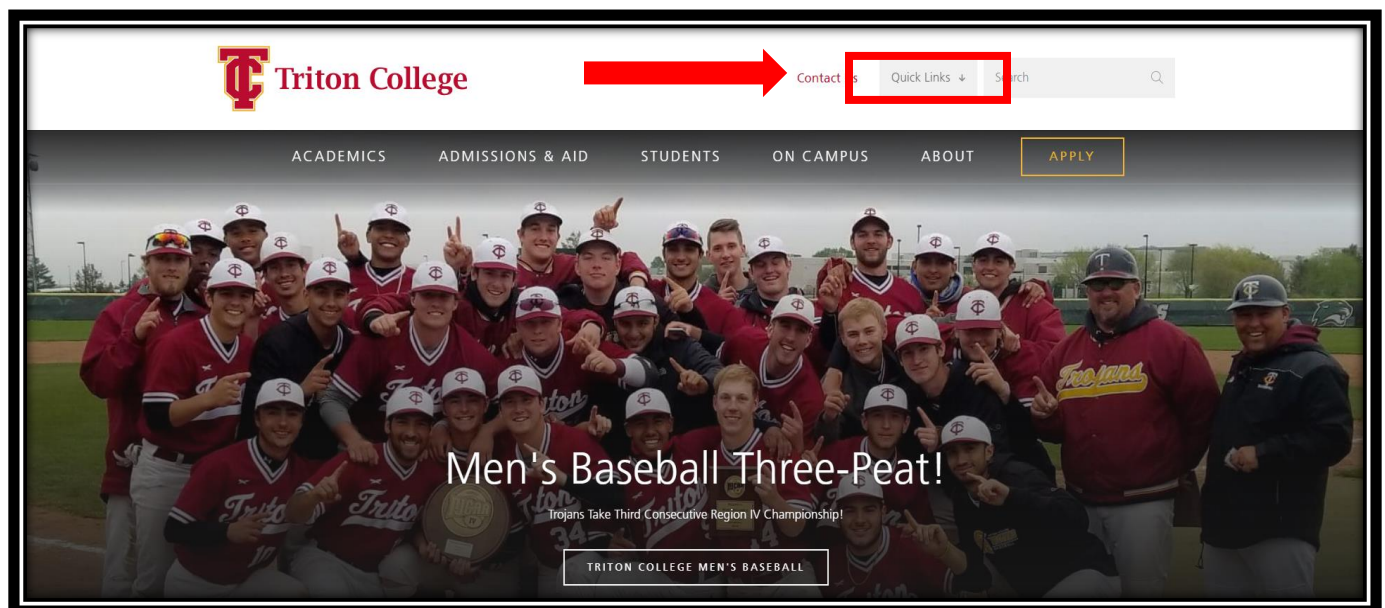
## Step # 2

During registration, you should have been handed a printed out copy of your **class schedule** for the semester. This contains important information regarding the dates/times/location of your courses as well as your Triton student email address, your Colleague ID number, and whether or not you have your Social Security Number attached to your account.

**\*You will need to have this information available in order to login into the Portal and Blackboard Systems.**

## Step # 3

Go to [www.triton.edu](http://www.triton.edu) and click on Quick Links in the top right hand corner. Next, in the drop down menu select **My Triton Portal**.

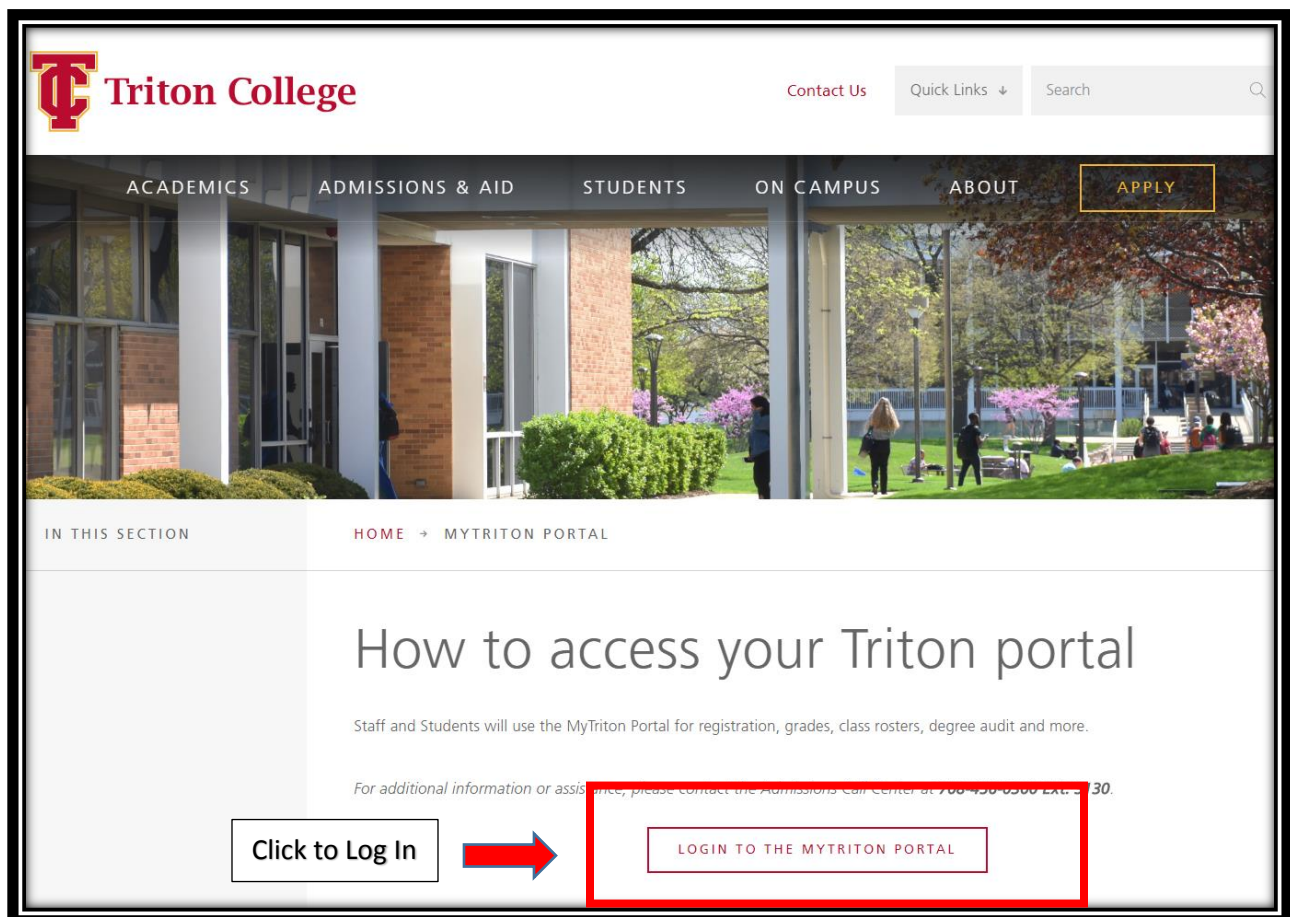


#### Step # 4

After clicking on the **My Triton Portal** link on the home page, you will be brought to the log in screen for the Portal. Your **username** will be your **triton student email address** which you will be able to find on the **class schedule** given to you at registration. Your **Password** will be formatted as follows:

**First letter of your first name + first three letters of your last name + birth date in a six digit month, day, year format**

For example: John Smith's birthday is on July 1, 1990, so his password would appear as jsmi070190



The screenshot shows the Triton College website. The header includes the Triton College logo, a 'Contact Us' link, a 'Quick Links' dropdown, and a search bar. The main navigation bar features links for 'ACADEMICS', 'ADMISSIONS & AID', 'STUDENTS', 'ON CAMPUS', 'ABOUT', and an 'APPLY' button. Below the navigation bar is a large banner image of a college building. Under the banner, there is a section titled 'IN THIS SECTION' with a breadcrumb trail 'HOME > MYTRITON PORTAL'. The main heading is 'How to access your Triton portal'. Below this, it states: 'Staff and Students will use the MyTriton Portal for registration, grades, class rosters, degree audit and more.' A red box highlights a button labeled 'Click to Log In' with a red arrow pointing to a button labeled 'LOGIN TO THE MYTRITON PORTAL'. At the bottom, there is a line of small text: 'For additional information or assistance, please contact the Admissions Call Center at 708-456-0300 Ext. 30.'

\*If you are experiencing login issues, you may need to reset your password. Scroll down further on the page and click on Look up Account/Reset Password to manual reset your password or find your login information. You may also contact our Help Desk at 708-456-0300 ext 3527 for additional assistance with your Portal account and Blackboard.

Click to reset  
password



LOOK UP ACCOUNT / RESET PASSWORD

For username verification or to reset your password, click the "Look Up Account/Reset Password" button above and complete the following steps:

1. Enter your legal last name
2. Enter your full social security number (no dashes, ex. 123121234) or if you know your colleague ID, you may enter that number in the Colleague ID field
3. Click submit

#### Username/Password Format (and other First-Time User Information)

Upon clicking submit, your username will display. If you just want to confirm your username without resetting your password, you can stop there. If you would like to continue, to reset your password you must select an e-mail address from the drop down menu and then click submit. The password will be reset to the default setup.

Usernames will be formatted as follows:

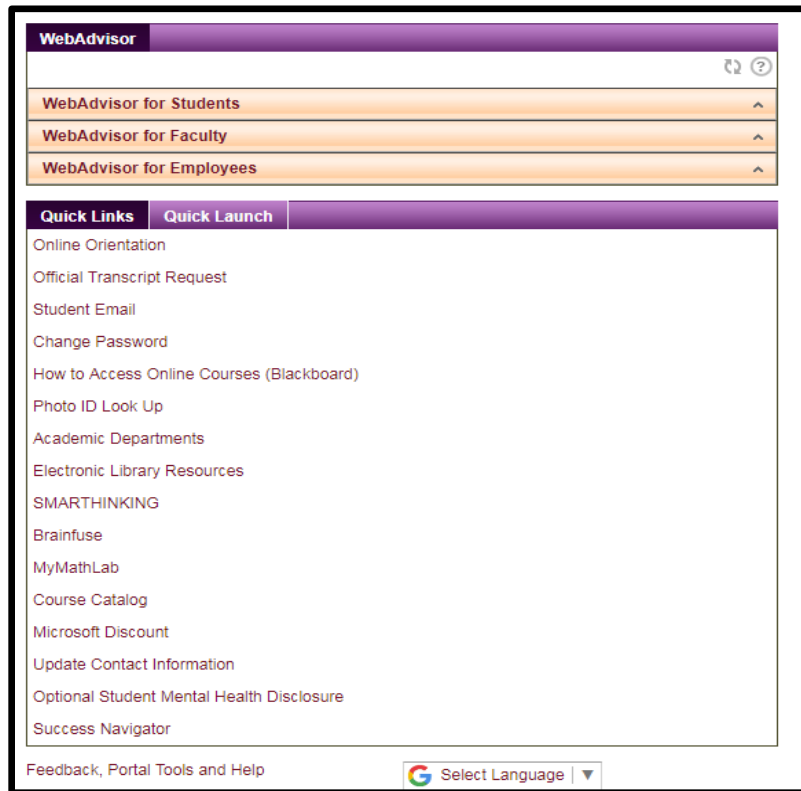
**First name + Last name@triton.edu**

For example: John Smith would be johnsmith@triton.edu

## Step # 5

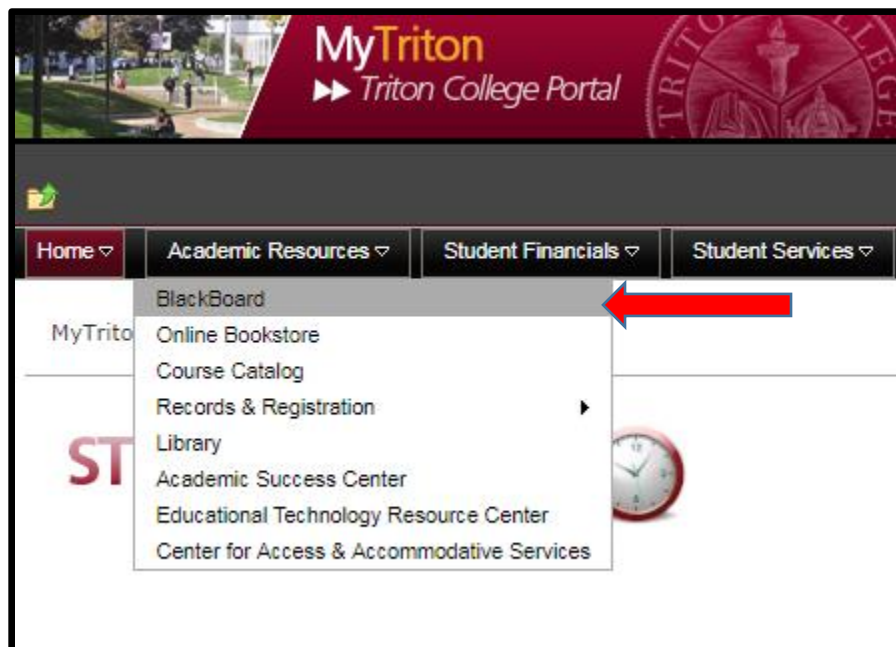
Once you've successfully logged into your student portal account you will be taken to your Portal home screen.

\*The right side of the home screen provides quick links as well as access to **WebAdvisor for Students** which you can use to look up your account information and grades \*



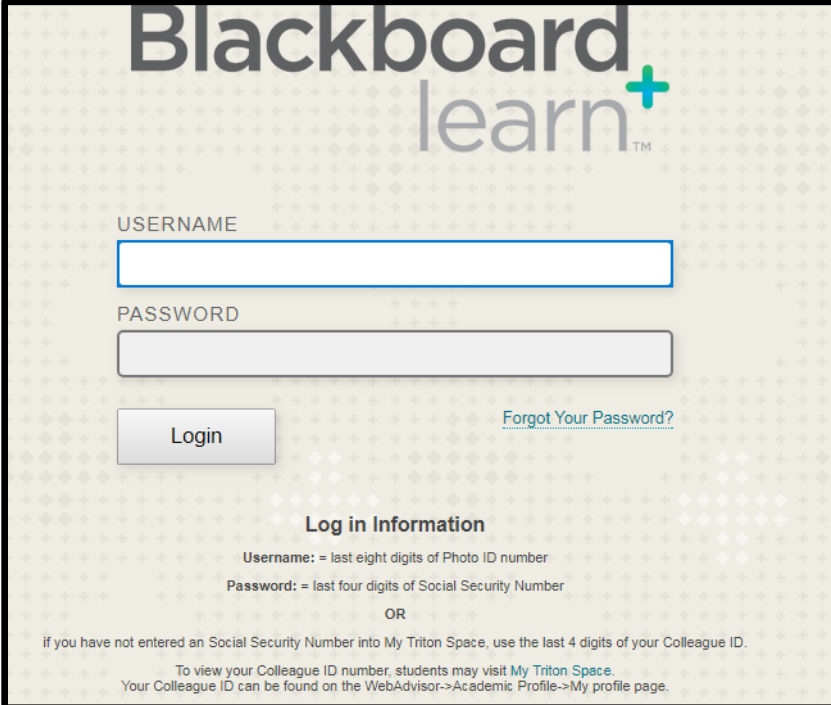
## Step # 6

To access Blackboard and information regarding your Dual Credit course, you will need to go to the top left corner of the Portal home page and click on **Blackboard** under the **Academic Resources** tab.



## Step # 7

From here you will login with your **Student ID Number** which is located on your **Student ID Card** you received from the **Welcome Center in Building B**. Since we do not require Social Security Numbers to be provided with your application, your **password** should be **the last 4 digits** of your **Colleague ID Number** which you can find on your **class schedule**.



The image shows the Blackboard Learn login interface. At the top, the "Blackboard learn" logo is displayed with a green plus sign. Below the logo, there are two input fields: "USERNAME" and "PASSWORD". The "USERNAME" field is a white box with a blue border, and the "PASSWORD" field is a white box with a grey border. Below the "PASSWORD" field is a "Login" button. To the right of the "Login" button is a link that says "Forgot Your Password?". Below the login fields, there is a section titled "Log in Information" which provides instructions: "Username: = last eight digits of Photo ID number" and "Password: = last four digits of Social Security Number". Below this, it says "OR" and then "if you have not entered an Social Security Number into My Triton Space, use the last 4 digits of your Colleague ID." At the bottom, there is a link "To view your Colleague ID number, students may visit My Triton Space." and a note "Your Colleague ID can be found on the WebAdvisor->Academic Profile->My profile page."

Blackboard  
learn<sup>TM</sup>

USERNAME

PASSWORD

Login

[Forgot Your Password?](#)

**Log in Information**

Username: = last eight digits of Photo ID number

Password: = last four digits of Social Security Number

OR

if you have not entered an Social Security Number into My Triton Space, use the last 4 digits of your Colleague ID.

To view your Colleague ID number, students may visit [My Triton Space](#).

Your Colleague ID can be found on the WebAdvisor->Academic Profile->My profile page.

Once logged in you will be able to access online copies of your course's syllabus, grading information, access online assignments and discussions, as well as communicate with your instructor and fellow classmates.