



## Athens State University Email Login Instructions

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To login to your email account

- ➔ You must use your whole email address as the ID: example - smccull1@my.athens.edu
- ➔ If you are a new student, your initial PIN/Password will be an "A" plus your Student/Employee ID (including leading zeros). For instance, if your Student/Employee ID is 00012345, your PIN/Password will be A00012345  
Note that when you are asked to change your password in Athens State Online, it WILL NOT change your email password. Email passwords must be changed within the email account.
- ➔ If you have a Hotmail account, you will need to click on the "Sign in with a different account," just below the Hotmail account ID to enter the @my.athens.edu account.
- ➔ If you do not know what your email address is, go to Athens State Online, click on Personal Information, and then View E-mail Address(es). If you do not see an @my.athens.edu address, please contact Admissions to make sure your student records are correct.

### **Notice As of Sept 14, 2013 for Student/Adjunct Email**

Students/Adjuncts may be asked to change his/her password to accommodate Microsoft's new password rules.

- ➔ Login to Athens State Student and Adjunct Faculty Email
- ➔ Login to Athens State Faculty /Staff Email



## Blackboard Learn™ Login Instructions

Blackboard Learn™ is the learning management system used at Athens State University to deliver online course materials for every course we offer, including online, blended, hybrid and traditional courses. All current students have already been automatically assigned a Blackboard Learn™ account. To access your Blackboard Learn™ account, please use your full My Athens email address as your username and your current PIN from your Athens State University Online account as your password.

A screenshot of the Blackboard Learn login page. The page has a blue header with the text "Login Here". Below the header, there are two links: "Change Text Size" and "High Contrast Setting". The main content area is yellow and contains the following text: "Use your full Athens State University @athens.edu or @my.athens.edu email address and current PIN from Athens State University Online (Banner) in order to login successfully to Blackboard." Below this text, there are two input fields: "Username:" with the value "student1@my.athens.edu" and "Password:" with a masked password of seven dots. There is a link "Forgot Your Password?" and a blue "Login" button.

- ➔ To determine what your My Athens email address is, log into your Athens State University Online account using your Student ID and your current PIN. Your email address can be found in the "Personal Information" section under "View Email Address(es)".
- ➔ Student access to course work posted on Blackboard Learn™ begins five (5) days before the first day of the term as published in the printed class schedule on a per-course basis (weekend & half-term courses occasionally have different start dates than full-term courses, so please consult your schedule).
- ➔ Changing your PIN in your Athens State University Online account is not instantaneously updated on Blackboard Learn™. Please note that this change could take up to three (3) days to take effect as system synchronization runs during Athens State University business hours only, three times daily Monday thru Friday.