

# Setting Up Your Blackboard Account

- Go to <http://blackboard.purdue.edu>
- Click on “West Lafayette **Open** Campus”
- Click on “Create Account”
- Complete the form and click “Save”
- You will get a screen that says, “Your account has been created.”
- Click “Login” to view your new Blackboard account. Enter your newly created information.

*\*\*Please note: You will not see any classes listed under Course List. You will need to manually add any classes that will be using Blackboard (see instructions below). Your instructor will notify you if your class will be using Blackboard.*

## Adding Classes To Your Blackboard Account

- If you are logged into Blackboard, click “Logout” (upper right)
- If you are not logged into Blackboard, go to <http://blackboard.purdue.edu>, then click “West Lafayette Open Campus”
- Click on “Course List”
- Click on “Purdue Statewide Technology”
- Click on the course category (usually IT or OLS) of the class you want to add
- Click on the course category again
- Click on the green arrow next to your course number
- Find your instructor (please check that you are choosing the correct semester if there are multiples for your instructor), and click on the person icon to the right (if you hover over the button, it will say “Register”)
- Enter your Blackboard username and password, then click “Register”
- You will see a screen that says you have been registered for the course. You will be given the option to “Return to Course List (to add additional classes) or to “Go to My Blackboard”