



SAN DIEGO STATE
UNIVERSITY

How To Use WebPortal/Blackboard

Claim your SDSU ID

- You should have received an email from before you arrived asking you to claim your SDSU ID.
- This email came from donotreply@sdsu.edu
- Check email, including spam and junk boxes.
- Follow instructions in the email.
- Didn't receive the email? Email semester.ces@sdsu.edu

SDSU WebPortal

Why do I need to create a WebPortal account?

- To view grades from SDSU classes
- To print unofficial transcripts (no fee) at the end of the semester
- To order official transcripts (small fee) at the end of the semester

SDSU WebPortal

How do I create a WebPortal account?

- Go to the SDSU website <http://sdsu.edu/>
- Click on “Current Students”
- Click on “Webportal, SDSU”

https://sunspot.sdsu.edu/pls/webapp/web_menu.login/

- [Transcripts](#)
- [Undergraduate Studies, Division of](#)
- [WebPortal, SDSU](#) ←

Finances & Jobs

Health & Wellness

SDSU WebPortal

○ Click On “Create New Account”

WebPortal

CALPULLI WINTER WELLNESS SERIES:

FREEMenBCLINIC
FIRST OR SECOND DOSE AND FREE FLU SHOTS WHILE SUPPLIES LAST

TO MAKE AN ADVANCE APPOINTMENT CALL 619-594-4325 OR GO ONLINE AT HEALTHCONNECT.SDSU.EDU

4:30 P.M. – 6 P.M. (Monday – Friday)
Dec. 10-14, 17-21 and Jan. 7-11, 14-18

About WebPortal

The SDSU WebPortal serves admission, enrollment, and registration needs across campus.

- **Students:** Admission status check, class schedule and registration, transcripts, official contact information
- **Faculty:** Grade submission, class rosters, add/drop management, course evaluation results
- **Staff:** Admissions reports, course demand, WebGrades and WebRosters, enrollment reports, student registration

Create New Account Log In

SDSU WebPortal

- Enter Your Red ID Number
- Enter Your Birthdate (MMDDYY)
- Click “Activate”

New Accounts

Faculty and Staff

Faculty: Your account password is issued through your department coordinator.

Staff: If authorized, you may obtain an account by submitting a request form.

[More Info](#)

Students

Setting up your WebPortal account is a two-step process. First you will activate your account. Then you will receive a temporary password that you will use to log in and set your password.

[More Info](#)

RedID

Don't know it?

Birthdate

MMDDYY

[Activate](#)

SDSU WebPortal

- Enter Your Family Name
- International Students Enter Red ID Number Since You Don't Have A SSN.

WebPortal

Activate Your Account

Fields are not case sensitive. You have 5 attempts to complete this information. You have 5 attempts left.

Last Name Social Security Number. If you do not have a Social Security Number (SSN), or if you did not provide an SSN on your application, you will need to enter your RedID in the SSN field. Use numbers only without dashes.

SDSU WebPortal

- You will receive a confirmation about your temporary password.
- The confirmation will include the email address we have on file.
- Don't forget to check your email.

WebPortal

Confirmation

The temporary password for your new account has been sent to your email address on file: cblood747@cox.net
Check your email and follow the instructions to finish activating your WebPortal account.

Note: Please allow extra time to receive your temporary password by email. Temporary passwords are sent immediately, but many factors can influence how fast it appears in your inbox (internet traffic, ISPs, software settings, etc.).

[Log In to WebPortal](#)

SDSU WebPortal

- You should receive the following email.

SDSU WebPortal Account Information.

Your request to activate your account has been received.

Your temporary password: 1234567

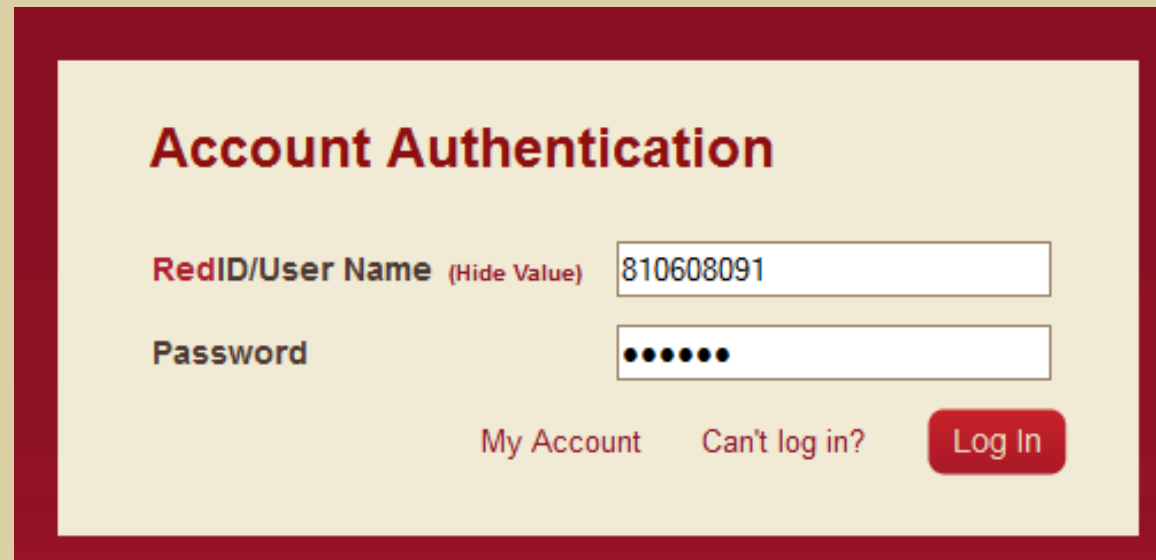
To finish setting up your account, [log in to WebPortal](#) using your RedID and entering your temporary password in the password field.

If these changes were made in error or not authorized, please [contact us](#).

Thank you.

SDSU WebPortal

- Once you receive your temporary password by email, you should log into WebPortal using that password.
- If you don't see your password in your inbox, check your spam folder.



The screenshot shows a login form titled "Account Authentication". It features two input fields: "RedID/User Name (Hide Value)" with the value "810608091" and "Password" with masked characters. Below the fields are three links: "My Account", "Can't log in?", and a red "Log In" button.

Account Authentication

RedID/User Name (Hide Value)

Password

[My Account](#) [Can't log in?](#) [Log In](#)

SDSU WebPortal

- You will now need to create a new password.
- **Warning**: Use standard characters such as: #, \$, %, *, @, !.
Do not use unusual characters such as ~, ', ` , or &.

Account Authentication

[Log Out](#)

Set Up Password

To comply with security requirements, your password must:

1. Contain 8 to 20 characters
2. Include at least 3 of the following types of characters:
 - Uppercase letters (A-Z)
 - Lowercase letters (a-z)
 - Numbers (0-9)
 - Punctuation characters (! @ #)

Your password **cannot** include:

1. More than 3 of the same type of character in a row
2. Spaces or non-printable characters

Make your password difficult to guess and keep it private because it will allow access to your student records.

New Password (Show Value) Confirm New Password

SDSU WebPortal

You are now officially in WebPortal!



The screenshot displays the SDSU WebPortal interface. At the top, the text "WebPortal" is shown in a stylized font, with "Web" in white and "Portal" in red. Below this, a navigation bar contains the text "Extended Ed | Undergrad | Log Out". A user menu is visible on the left side, listing various options for the user "Warren Crosby". The menu items are: "Warren Crosby" (highlighted in red), "Course Forgiveness", "E-Mail & Address", "Emergency Contact Info", "eVote", "Official Transcript", "Student Account Services", "Unofficial Transcript", "Message Center", and "Change Password". In the center of the page, a welcome message reads: "Welcome, Warren Crosby, to the SDSU WebPortal. Please select an option from the menu."

WebPortal

Extended Ed | Undergrad | Log Out

Warren Crosby

- Course Forgiveness
- E-Mail & Address
- Emergency Contact Info
- eVote
- Official Transcript
- Student Account Services
- Unofficial Transcript
- Message Center
- Change Password

Welcome, **Warren Crosby**, to the SDSU WebPortal
Please select an option from the menu.

SDSU WebPortal

Note the transcript choices for the end of the semester.

The screenshot shows the SDSU WebPortal interface. At the top, the text "WebPortal" is displayed in a stylized font. Below this, a navigation bar contains the links "Extended Ed", "Undergrad", and "Log Out". A user menu is open, listing various services for the user "Warren Crosby". Two red arrows point to the "Official Transcript" and "Unofficial Transcript" options.

Warren Crosby	
Course Forgiveness	
E-Mail & Address	
Emergency Contact Info	
eVote	
Official Transcript	←
Student Account Services	
Unofficial Transcript	←
Message Center	
Change Password	

SDSU WebPortal

You will receive the following email.

Your WebPortal account has been successfully activated. Please note that within 4 hours, your new password will take effect in other Web-based systems outside of the WebPortal, such as Blackboard, AidLink, CASHNet SMARTPAY, etc. The next time you log in to your account, you will be asked to set three challenge questions. Challenge questions will be used if you forget your password and it needs to be reset. If these changes were made in error or not authorized, please [contact us](#). Thank you.

SDSU Blackboard

Why do I need to access Blackboard?

- To access course information in courses that are using Blackboard
- To send email to the course instructor and classmates
- To submit assignments
- To take tests
- To access grades during the semester
- To receive important course announcements

SDSU Blackboard

How do I log into Blackboard?

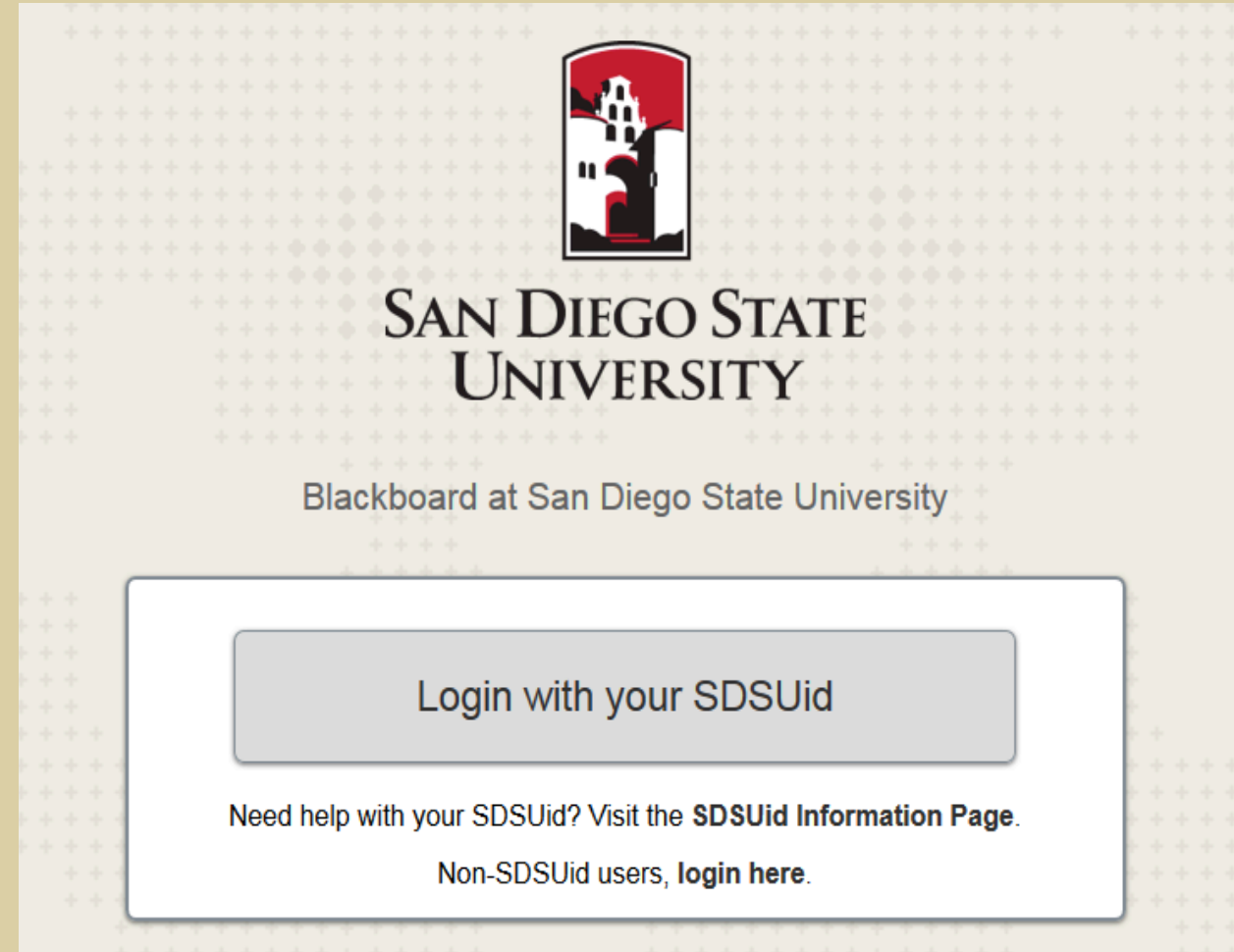
- Go to “Current Students” on the SDSU website.
- Click on “Blackboard courses”

<https://blackboard.sdsu.edu/>

- Advising
- Blackboard courses ←
- Calendar, academic
- Class schedule
- Colleges
- Aztec Nights
- Aztec Recreation Center (ARC)
- Aztec Student Union
- Careers and career development
- Office of Intercultural Relations

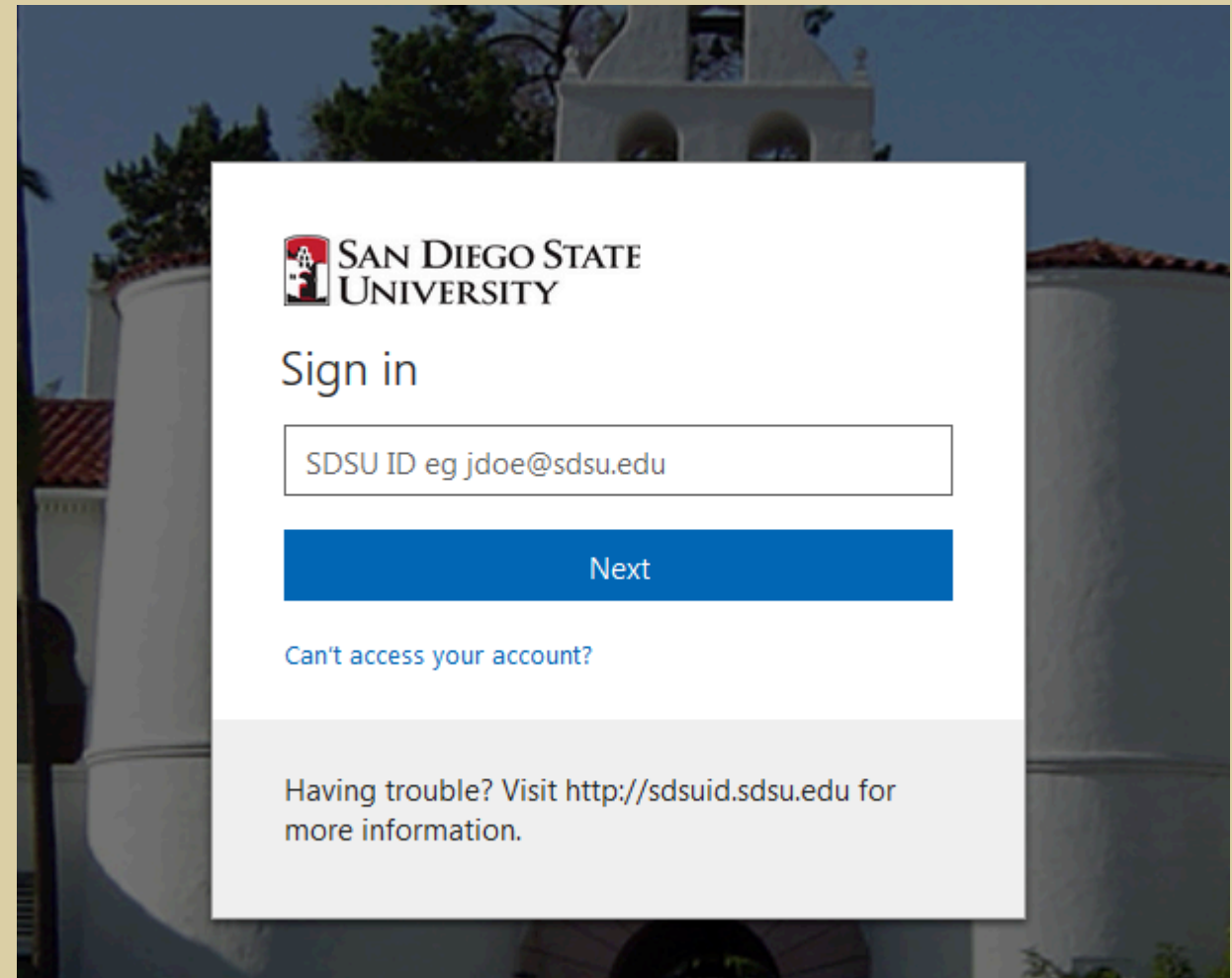
SDSU Blackboard


You will be taken to this screen.
Click “Login with your SDSUId”



SDSU Blackboard

Enter your SDSUId, which you should have activated after receiving the email, and the password you created during activation.

A screenshot of the SDSU Blackboard sign-in page. The page features the San Diego State University logo at the top left, followed by the text "Sign in". Below this is a text input field containing the placeholder text "SDSU ID eg jdoe@sdsu.edu". A blue button labeled "Next" is positioned below the input field. At the bottom of the form, there is a link that says "Can't access your account?". A footer section contains the text "Having trouble? Visit <http://sdsuid.sdsu.edu> for more information." The background of the screenshot shows a building with a bell tower.

 SAN DIEGO STATE UNIVERSITY

Sign in

SDSU ID eg jdoe@sdsu.edu


Next

[Can't access your account?](#)

Having trouble? Visit <http://sdsuid.sdsu.edu> for more information.

SDSU Blackboard

If you have any trouble activating your SDSUid, you can find assistance on the library website or you can call the number below or go to the Help Desk.

 **Library**
And Information Access

Find Help & Services **Library Spaces** About Us Search Login

Home >> Computers & Technology

Help is available by phone (619) 594-3189 or in person at the **Computing Hub Help Desk** on the 2nd floor of Love Library.

Student SDSUid Help

Help Desk Phone: (619) 594-3189
Help Desk Email: hub@sdsu.edu

[Student Activation](#)

Faculty/Staff SDSUid Help

Faculty/Staff Help Phone: (619) 594-5261
Faculty/Staff Help Email: etshelpdesk@sdsu.edu

[Faculty/Staff Activation](#)

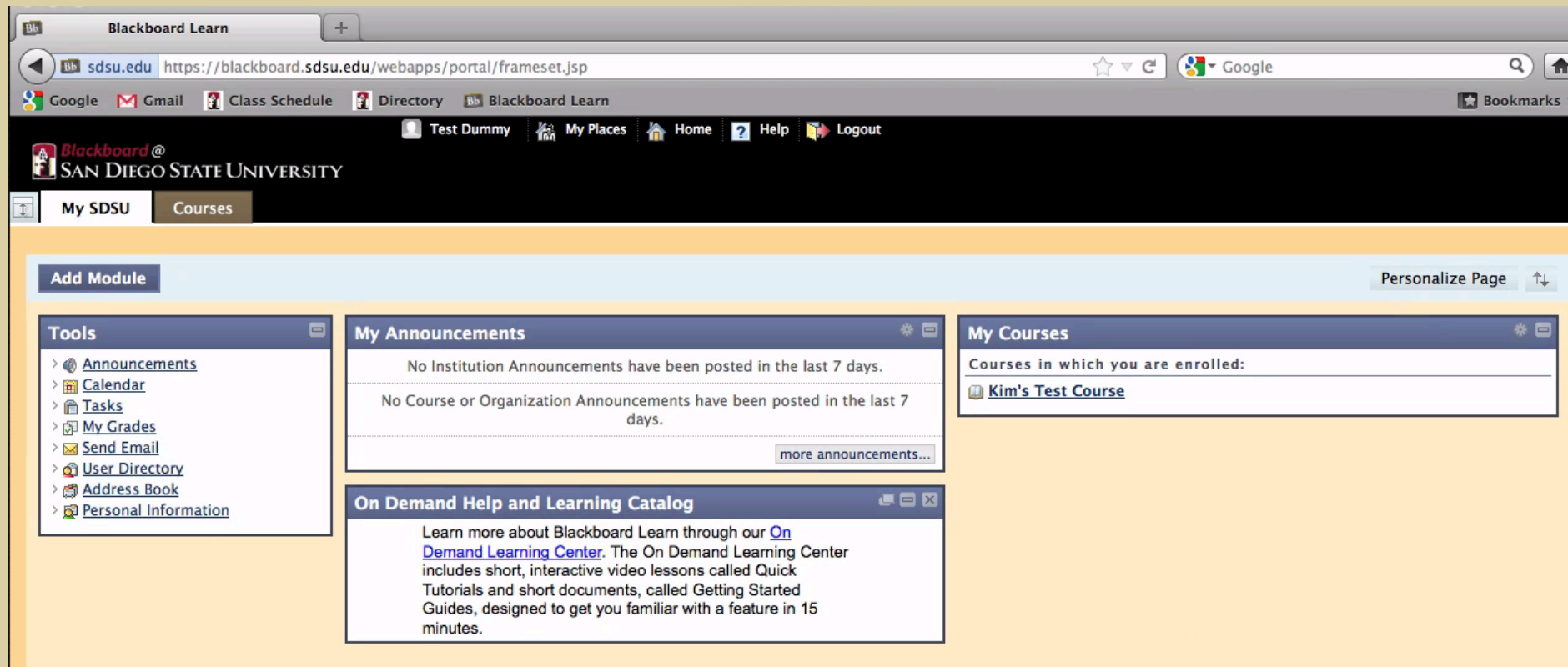
Student Blackboard Help

Help Desk Phone: (619) 594-3189
Help Desk Email: hub@sdsu.edu

[Blackboard Student FAQs](#)

SDSU Blackboard

You will automatically be taken to the “My SDSU” page.



The screenshot displays the Blackboard Learn interface for SDSU. The browser address bar shows the URL <https://blackboard.sdsu.edu/webapps/portal/frameset.jsp>. The page header includes the Blackboard logo and the text "Blackboard@ SAN DIEGO STATE UNIVERSITY". Below the header, there are navigation tabs for "My SDSU" and "Courses". The main content area features several modules:

- Add Module** (button)
- Personalize Page** (button with up/down arrows)
- Tools** (dropdown menu):
 - Announcements
 - Calendar
 - Tasks
 - My Grades
 - Send Email
 - User Directory
 - Address Book
 - Personal Information
- My Announcements** (module):
 - No Institution Announcements have been posted in the last 7 days.
 - No Course or Organization Announcements have been posted in the last 7 days.
 - [more announcements...](#)
- On Demand Help and Learning Catalog** (module):
 - Learn more about Blackboard Learn through our [On Demand Learning Center](#). The On Demand Learning Center includes short, interactive video lessons called Quick Tutorials and short documents, called Getting Started Guides, designed to get you familiar with a feature in 15 minutes.
- My Courses** (module):
 - Courses in which you are enrolled:
 - [Kim's Test Course](#)

SDSU Blackboard

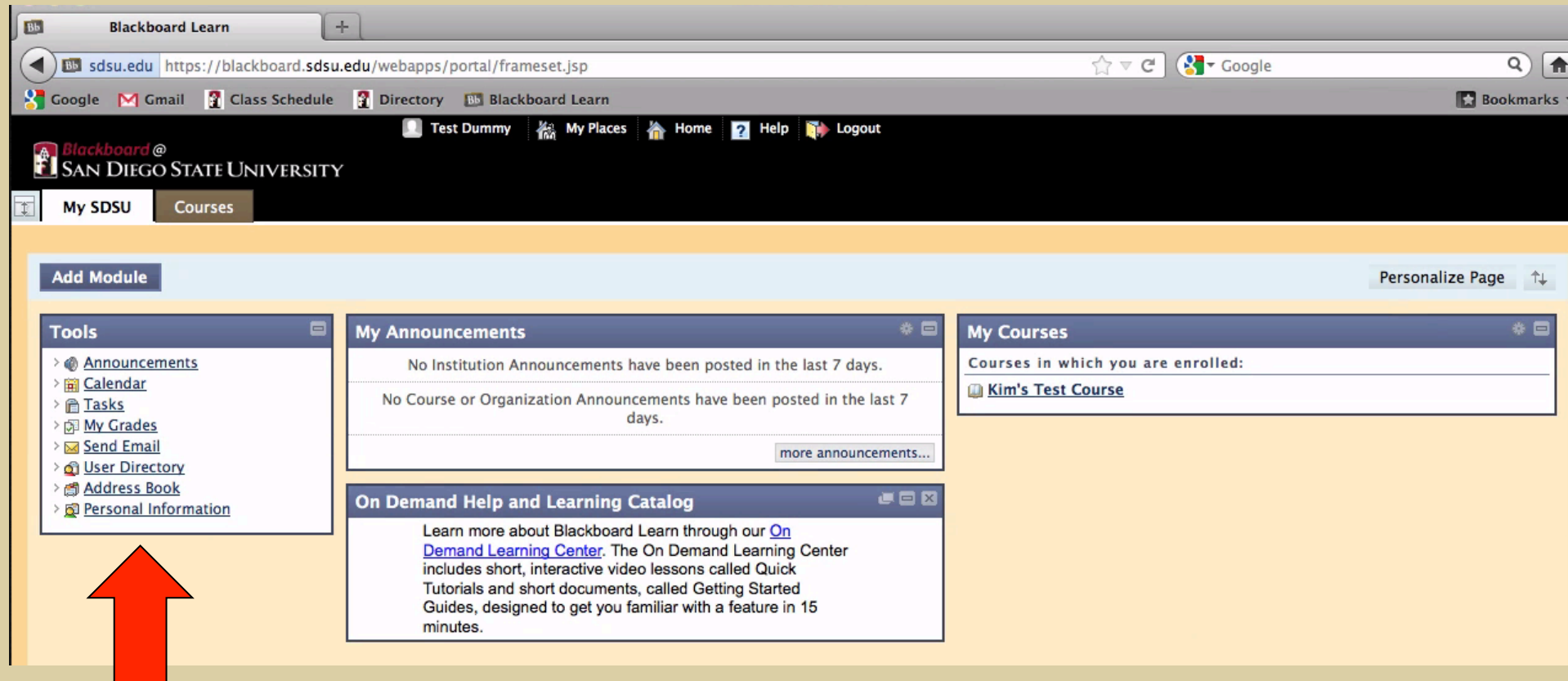
- Your Blackboard courses will be listed under the “My Courses” box. (see the next slide for screenshot)
- Click on each course to be taken to the course site.
- Note: Not all professors use Blackboard.
 - If the class is not using Blackboard, it will not be listed under “My Courses”
 - If you are not sure if a class should be on Blackboard, check your syllabus or ask the professor.

SDSU Blackboard

The screenshot shows the Blackboard Learn interface for SDSU. The browser address bar displays `https://blackboard.sdsu.edu/webapps/portal/frameset.jsp`. The navigation bar includes links for **Test Dummy**, **My Places**, **Home**, **Help**, and **Logout**. The main content area features several modules: **Tools** (with sub-items like Announcements, Calendar, Tasks, My Grades, Send Email, User Directory, Address Book, and Personal Information), **My Announcements** (showing no announcements in the last 7 days), **On Demand Help and Learning Catalog** (providing information about the On Demand Learning Center), and **My Courses** (listing **Kim's Test Course**). A red arrow points to the **My Courses** module. The **Personalize Page** button is visible in the top right of the main content area.

SDSU Blackboard

The tools are on the left side of the page.



The screenshot displays the Blackboard Learn interface for SDSU. The browser address bar shows the URL <https://blackboard.sdsu.edu/webapps/portal/frameset.jsp>. The page header includes the SDSU logo and navigation links such as "Test Dummy", "My Places", "Home", "Help", and "Logout". Below the header, there are tabs for "My SDSU" and "Courses". The main content area features a "Personalize Page" button and three widget panels: "My Announcements", "On Demand Help and Learning Catalog", and "My Courses". A red arrow points to the "Tools" menu on the left side of the page, which lists various navigation options.

Tools

- Announcements
- Calendar
- Tasks
- My Grades
- Send Email
- User Directory
- Address Book
- Personal Information

My Announcements

No Institution Announcements have been posted in the last 7 days.

No Course or Organization Announcements have been posted in the last 7 days.

[more announcements...](#)

On Demand Help and Learning Catalog

Learn more about Blackboard Learn through our [On Demand Learning Center](#). The On Demand Learning Center includes short, interactive video lessons called Quick Tutorials and short documents, called Getting Started Guides, designed to get you familiar with a feature in 15 minutes.

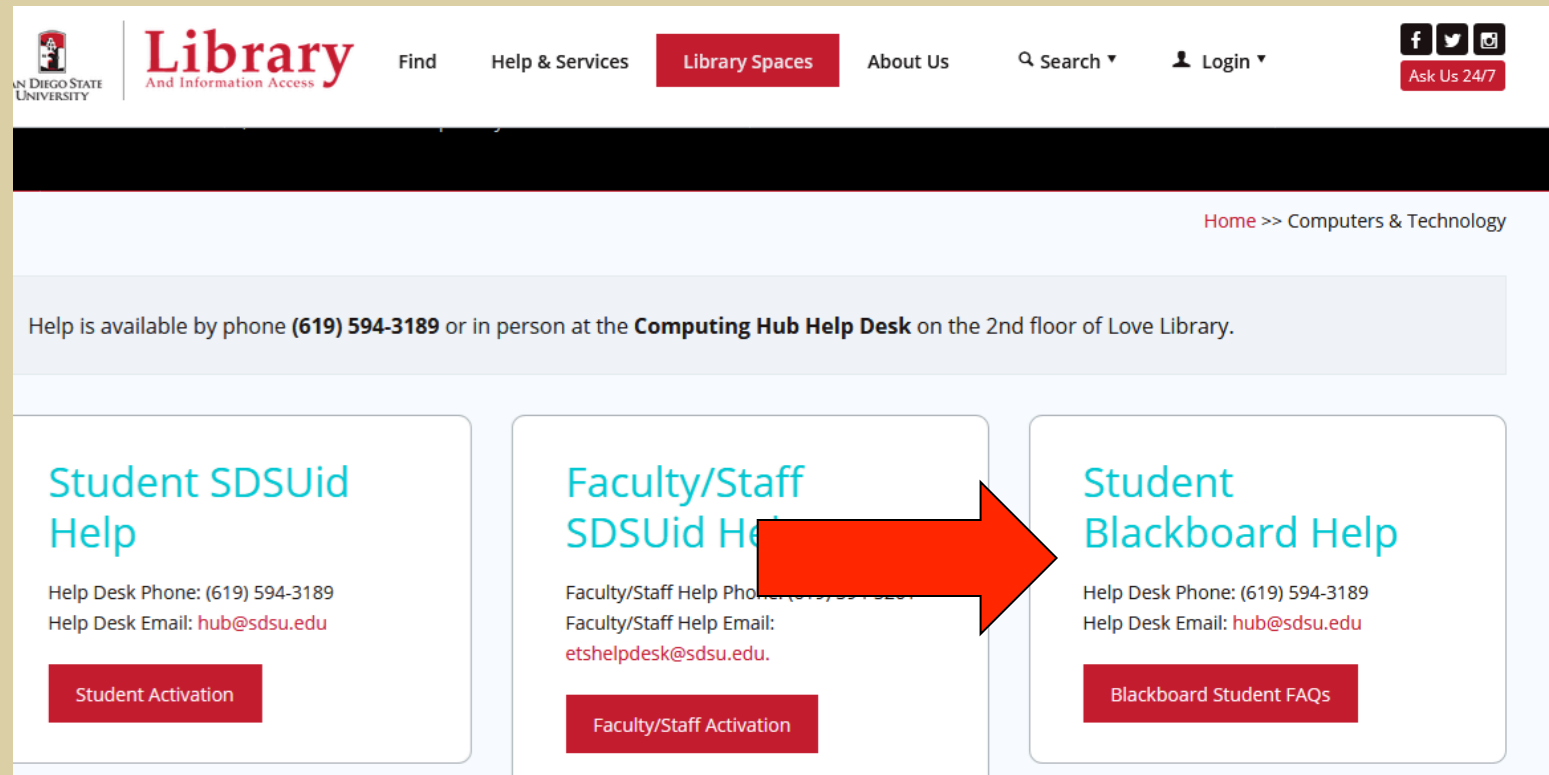
My Courses

Courses in which you are enrolled:

- [Kim's Test Course](#)

SDSU Blackboard Help

Help with Blackboard can be found on the same library webpage as the SDSUid help.



The screenshot shows the SDSU Library website with a navigation bar at the top. The navigation bar includes the SDSU logo, the word "Library" with the tagline "And Information Access", and links for "Find", "Help & Services", "Library Spaces", "About Us", "Search", and "Login". There are also social media icons for Facebook, Twitter, and Instagram, and a "Ask Us 24/7" button. Below the navigation bar, there is a breadcrumb trail: "Home >> Computers & Technology". A light blue banner contains the text: "Help is available by phone (619) 594-3189 or in person at the **Computing Hub Help Desk** on the 2nd floor of Love Library." Below this banner, there are three white boxes with rounded corners. The first box is titled "Student SDSUid Help" and contains the text: "Help Desk Phone: (619) 594-3189" and "Help Desk Email: hub@sdsu.edu". Below this text is a red button labeled "Student Activation". The second box is titled "Faculty/Staff SDSUid Help" and contains the text: "Faculty/Staff Help Phone: (619) 594-3189" and "Faculty/Staff Help Email: etshelpdesk@sdsu.edu". Below this text is a red button labeled "Faculty/Staff Activation". The third box is titled "Student Blackboard Help" and contains the text: "Help Desk Phone: (619) 594-3189" and "Help Desk Email: hub@sdsu.edu". Below this text is a red button labeled "Blackboard Student FAQs". A large red arrow points from the "Faculty/Staff SDSUid Help" box to the "Student Blackboard Help" box.

SDSU Blackboard Help

If you click on “Blackboard Student FAQs”, you will be taken to this site:

SAN DIEGO STATE UNIVERSITY
Instructional Technology Services

Home Support Events Blog Menu

Blackboard Student FAQs

When I log into Blackboard, I do not see some of my classes. What can I do?

It takes 24 hours from the time your enrollment is official for the Blackboard database to be updated. Another reason you may not see all your classes listed is that not all instructors and professors use Blackboard. This may be why you see some but not all your classes listed when you log into Blackboard. The best thing to do if you do not see a class is to ask your instructor or professor if they plan to use Blackboard for the class. If they say yes, ask them to make their course available to students when they are ready.

I cannot log into Blackboard at all. What can I do?

Make sure your fees have been paid and paperwork has been processed. Also, if this is the first time you have taken classes at SDSU, make sure to visit the SDSU WebPortal and reset your PIN.
Important: You must use your Red ID and SDSU WebPortal PIN to access Blackboard (Note-This does not apply to students taking non-credit courses through Extended University. Please see information regarding this below).

I have reset my SDSU Webportal PIN and can still not access Blackboard. What can I do?

It takes 12 to 24 hours for your new PIN to be transferred to Blackboard. Please wait this time period and try again.

I am an Open University or Extended Studies student. What do I need to do to access Blackboard?

Faculty Blackboard Resources
[Blackboard Quickstart Guide](#)

Student Blackboard Resources
[Blackboard Student FAQs](#)
[Blackboard Login Information](#)
[Blackboard Student Help Desk](#)
[Blackboard Quiz and Test Tips](#)
[Student Netiquette](#)

Faculty Support
619-594-6348 (GOFIT)
M-Th: 8am - 5:30pm
F: 8am - 4:30pm

Student Blackboard Support
619-594-3189
LL-200 (Second Floor - Library)
M-Th: 7am - 10:30pm
F: 7am - 5pm
Sa: 12pm - 6pm
Su: 12pm - 10:30pm

SDSU Blackboard Help

The right side of the page has the following resources:

Student Blackboard Resources

[Blackboard Student FAQs](#)

[Blackboard Login Information](#)

[Blackboard Student Help Desk](#)

[Blackboard Quiz and Test Tips](#)

[Student Netiquette](#)

SDSU Blackboard Help

We especially recommend that you review the “Quiz and Test Tips” before taking any quizzes or tests on Blackboard.

Student Blackboard Resources

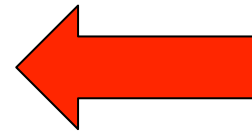
[Blackboard Student FAQs](#)

[Blackboard Login Information](#)

[Blackboard Student Help Desk](#)

[Blackboard Quiz and Test Tips](#)

[Student Netiquette](#)



Helpful Hints

- If you forget your WebPortal password, you can reset it in WebPortal using your Red ID number (you do not need a Social Security number-SSN).
- If you are having trouble with your password, you can call the registrar's office (619-594-5152) or visit the registration window.
- Since computers and systems can crash, if there is something in Blackboard you really need, save it elsewhere or print it out.
- You will not have access to Blackboard after the end of the semester, so print or copy and save anything you need.

Culture Notes

- Most professors expect students to participate in class.
- Class participation is often part of the grade, so failure to join class discussions can lead to a lower grade.
- Students are expected to pay attention during class.
- Texting during class, checking your email, talking to your classmates, etc. are not acceptable, and the professor may point out your bad behavior in front of everyone in the class.

Culture Notes

- Cheating and plagiarism are VERY SERIOUS and can lead to your being removed from the class and given a failing grade.
- Even working together on a homework assignment can be seen as cheating if you and your friend turn in very similar assignments.
- If you are not familiar with how to cite sources when writing a paper, be sure to speak to your professor or ask a librarian for help.

Final Notes

- You will have access to WebPortal for many years to come, so you will be able to order official transcripts and print unofficial transcripts even after you leave San Diego.
- You will NOT have access to Blackboard after your classes end, so make arrangements to save information before the end of the semester.
- A copy of this presentation will be posted on the Semester at SDSU blog.

Reminder regarding Red ID

When you pick up your Red ID Card, if you don't already have a sticker, make sure to get your sticker from the CES Registration Windows.

SAN DIEGO STATE UNIVERSITY
American Language Institute
This card is nontransferable and must be
presented on request for authorized
services and privileges. This card is valid
to: ***May 17, 2019***



CES Registration Windows: Open 8:00 – 4:30 Monday - Friday