

ACCESSING & LOGGING INTO BLACKBOARD

To gain access to Blackboard, Mayville State's Learning Management system, you must have successfully claimed your NDUS User ID. Claim your account at: <https://helpdesk.ndus.edu/ndusaccount>.

Google Chrome and Mozilla Firefox are the preferred browsers to use when accessing Blackboard. Do NOT use Internet Explorer.

You may access Blackboard at <https://online.mayvillestate.edu>. Please bookmark this page so that it can be easily accessed in the future. You may also access Blackboard by opening the Mayville State website and clicking on the Blackboard link at the top right-hand side of the homepage.



To login, enter your username and password. Your Blackboard Username is identical to your NDUS User ID which was given to you when you claimed your account.

A screenshot of the Blackboard login page. The title is 'My Blackboard Login'. Below the title are two links: 'Change Text Size' and 'High Contrast Setting'. The main text says 'You are not logged in. Please enter your credentials and click the Login button below.' There are two input fields: 'USERNAME' with the text 'jane.doe' and 'PASSWORD' with a masked password '.....'. Below the fields are a 'Login' button and a link 'Forgot Your Password?'.

Once you are logged in, click the **My MASU** tab at the top of the page as shown in the screenshot below. Each course you are enrolled in for the current semester will be listed.* To go to a course's page, click on the desired course name from the list.

If you have forgotten your username or password, please go to <https://helpdesk.ndus.edu> for assistance.

**Please Note: Your courses may not be listed until the first day of classes*



Please login to Blackboard one week prior to the start of classes to ensure any problems are addressed.

Your courses will be listed and available in Blackboard by 9:00am (CT) on the first day of classes. If you have a problem accessing your courses at that time or have any other questions, please contact Alissa Perkins, Distance Programs Support Specialist, at 1.800.437.4104 ext. 34645 or alissa.perkins@mayvillestate.edu.

We also recommend that you take some time to practice working with Blackboard and learn about being a student at Mayville State University in the **Student Orientation** course located in your list of courses in Blackboard. This **optional** course will be available at least one week prior to the start of the semester. It is not required and there is no cost associated with the **Student Orientation**.