# How to Log In to Access Courses on Blackboard and How to Reset Your PIN in myGateway

## **How to Log In to Access Courses on Blackboard**

Log in: http://online.fullcoll.edu

- User name: "@" symbol + 8-digit I.D.
- **Password**: WebStar account password this password is 6 characters in length; additional characters are not read by myGateway. If you are able to sign into myGateway, but cannot sign into Blackboard, make sure that you are only typing 6 characters for your password.
- If you use your Social Security Number to log into myGateway, you can get your Student User I.D. ("@" + 8-digit I.D.) in WebStar:
  - 1. Log into MyGateway
  - 2. Click on WebStar icon
  - 3. Click on "Personal Information"
  - 4. Scroll down click on What is my ID number?

## How to Reset Your PIN in myGateway

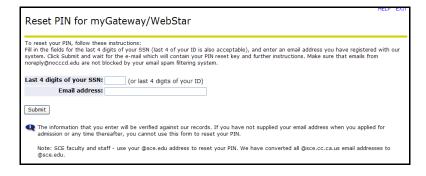
- Enter in your User ID or SSN.
- Click on PIN Reset directly below the Cancel button.
- Secure Access Login 
  User ID or SSN:

  PIN:

  Login

  Cancel

  Forgot PIN or account locked? PIN Reset
- Enter in the last 4 digits of your Social Security Number (SSN) or your Banner ID number.
- Enter in your e-mail address.
- Click on Submit



#### Please note:

In order for this to work you have to have your e-mail address registered in Banner. If you do not, you will have to call your campus STAR helpdesk number:

Cypress: 714-484-7346Fullerton: 714-992-7075

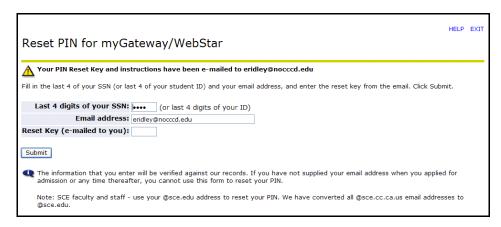
SCE: 714-808-4679

 After clicking on submit, and if the information matches what is in Banner,

Reset PIN for myGateway/WebStar	HELP	EXIT
▲ Your PIN Reset Key and instructions have been e-mailed to eridley@nocccd.edu		
Fill in the last 4 of your SSN (or last 4 of your student ID) and your email address, and enter the reset key from the email. Click Subs	nit.	

you will receive a PIN reset key in your e-mail.

 Open the e-mail to get the key and use it to reset your PIN:



 Your PIN is then reset to your six-digit birthday (MMDDYY).



- Click on "login to myGateway" to be taken back to the login screen. Enter in your ID or SSN and your default password.
- Once you have signed into myGateway, we highly recommend that you change your password to something other than the default password.



 To change your PIN, click on "Change PIN" in the Personal Information Channel located on your Student, Faculty or Employee tab.

If the above procedure does not reset the PIN, the student or staff member will need to call the appropriate place lsited below. They may have to come in person and provide proof of identity.

### STUDENTS ONLY: Fullerton College Admissions and Records

Web: admissions.fullcoll.edu

Phone: 714-992-7075Hours: 8am-6:30pm M-Th

Note: Closed on Fridays beginning June 10th through Aug 5<sup>th</sup>

## **STAFF ONLY: Staff Development Office**

Contact Staff Development at 992-7146