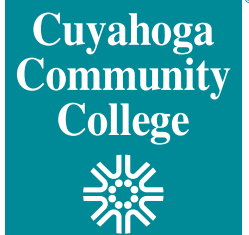


PRE-SEMESTER STUDENT HELP GUIDE



How do I log in to my Tri-C space for the first time?

Go to [my Tri-C space](#)

Click Password Tools and Assistance

Click Change Your Password

Enter your S-Number (S00000000); click Continue

Enter your birthdate (mm/dd/yyyy) as your old password (no leading zeros for single-digit dates)

Create a new password containing a combination of letters and numbers (e.g., fluffy12)

Re-enter new password; click Change

You will be redirected to *my Tri-C space*

Log in to your My Tri-C Account using your student email (S00000000@acad.tri-c.edu) and your new password.

I forgot my password. How do I reset it?

[Click here](#) to reset your password.

How do I access my Tri-C email?

In *my Tri-C space*, locate the Email & Office 365 card.

Your primary email address is your S-Number followed by “@acad.tri-c.edu” (S00000000@acad.tri-c.edu).

After logging in, find instructions for [mobile device access](#) under Options.

Visit [Office 365](#) for more information.



How do I find my course and instructor information?

Log in to *my Tri-C space* with your S-Number and password.

Locate the Registration Dashboard card.

Click the graduation cap image, then click View Schedule.

Click Schedule Details to find the modality or on the course title to see all course information.

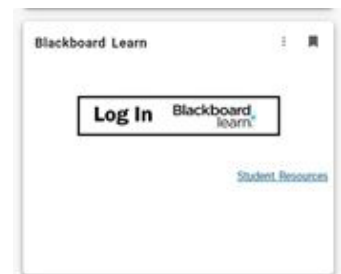


Search the [online phone directory](#) for faculty contact information.

How do I log in to Blackboard?

Log in to *my Tri-C space* with your S-Number and password. Locate the Blackboard card, then click the Blackboard Learn logo to log in. Resources for online, blended and on-campus courses are hosted here.

Note: Information and materials will not appear until the first day of class.



[Blackboard user status tool](#)

Student Support Contacts

- 24/7 Support Center: 216-987-4357 (Option 1) or [live chat](#)
- [Blackboard Learn for Students webpage](#)
- [Email Blackboard student support](#)