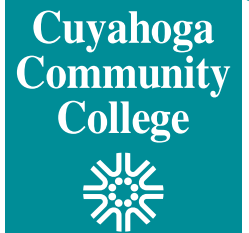


PRE-SEMESTER STUDENT HELP GUIDE



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

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

Click “Change Your Password”

Enter your S-Number (S00000000), click “Continue”

Enter your birthdate (mm/dd/year) as your old password (no leading zeros)

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 using your S-number and new password

I forgot my password. How do I reset it?

Reset your password [here](#).

How do I access my Tri-C email?

In [my Tri-C space](#), go to the Student page and click the email icon in the right-hand column to bring up a link for Tri-C’s Office 365 login page. You may also [access the site directly](#).



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

After logging in, you can 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.

Click the View Schedule button.



Click the underlined course title for the current term’s class schedule.

(continued)

Click “Instructor/Meeting Times” to see your instructor’s name and course information.



You can also 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. On the Student page, 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](#)