

Welcome to the Francis Tuttle Online Campus

Now that you are enrolled into an online course, you'll need to know how to retrieve your username and password, and where to find your online course. This document provides the information you need.

To retrieve your username and set your password (the first time you log in or to reset it if you have forgotten your password) to the Francis Tuttle Online Campus Blackboard system, please complete these steps:

1. Open your browser and go to: <http://bb.francistuttle.com>.
2. Choose "[Forgot your password?](#)"
3. In **2 Email Address Option** provide your **First Name, Last Name**, and the **Email** address you used when you enrolled in your online course, and then click **Submit**.
4. Open your email account and the "Lost Password Notification" email you receive from the **Blackboard Administrator** <rcoombe@francistuttle.com>.
5. Find your username and write it down. You will need it to log in to Blackboard. Your username (user_id) is the 9-digit code that follows the "&user_id=" portion of the link (see below).

http://bb.francistuttle.com/webapps/blackboard/password?action=change&user_id=dc0012345&passdate=1222

On your email, here is where you find your username 

6. Now, click the link provided in the email you received. That takes you to the Francis Tuttle Online Campus Blackboard system where you are prompted to provide the password you want to use.
7. Type the Password you want to use into the **Password** field, retype that same password into the **Verify Password** field, and then click **Submit**.
8. You will be logged into Blackboard and ready to go.

To access your course in the future:

Open your browser to <http://bb.francistuttle.com> and log in with your username and password.

To check your computer to make sure it will run online courses:

Open your browser to <http://blackboard.francistuttle.com/techrequirements.htm>. (It automatically runs a check of your system and gives you the results.)

If you have any questions or need technical assistance, please contact eLearning Services by phone at 405-717-4337 during regular business hours, or by email at elearning@francistuttle.com.