



## Student Access to Blackboard Online Courses

- You must be admitted to SIPI and enrolled in an online or hybrid course to gain access to Blackboard.

### Orientation

- Attend the Distance Education student orientation at SIPI to receive log-in instructions, and practice logging into your course; AND
- Consult SIPI's [Distance Education web page](http://www.sipi.edu/acadprog/progstudy/extcoll) <http://www.sipi.edu/acadprog/progstudy/extcoll> for more information about Blackboard and online learning.

The DE Student Orientation is usually held on the **Saturday** before trimester classes begin. (See [SIPI's Distance Education web page](#) for the next DE Student Orientation date.)

### Student Contact Information

If you are unable to attend the Orientation, contact the Distance Education office as soon as you register for an online course, to ensure that we have your contact information. (If you completed a Course Registration Worksheet, we already have your contact information.)

- PLEASE INCLUDE AN EMAIL ADDRESS in your contact information. You will be notified by email how to log in to your Blackboard course.
- Returning Students: Please make sure your contact information is up-to-date!
- Contact **Evangeline Bahe**, DE Administrative Assistant [ebahe@sipi.bia.edu](mailto:ebahe@sipi.bia.edu) 505-345-4099 to update your email address and phone number.

### Log-in Information

Shortly before your class begins, you will receive *by email* a direct link to SIPI's Blackboard server and your course login information.

- SIPI's Blackboard server can be accessed from the [Distance Education web page](#) or by typing this URL into your browser's address bar: <http://169.203.195.9>
- 🚫 **NOTE: Your log in information is PRIVATE and should not be shared with anyone.**
- If you *don't* receive this log-in information via email, please contact SIPI DE *by the first day of classes*.
- Irene Marrs**, Acting Instructional Systems Specialist [imarrs@sipi.bia.edu](mailto:imarrs@sipi.bia.edu) 505-346-7706 to request your User Name and Password. In your message, be sure to include your complete name as you are registered in the course, as well as return contact information.

🚫 **NOTE: Please allow 12 to 24 hours for an email or telephone response to your request.**

**It is the student's responsibility to provide accurate contact information to the Distance Education program office and to log in to the course within the first week of classes. Students who do not contact the Distance Education program or log into their courses within the first three days of classes may be dropped for non-attendance.**