

Step 1: Register with Blackboard

1. Visit: <http://niagaracollege.ca>
2. Click: Blackboard
3. Click: Set / Change Your Password
4. Click: New Staff/New Student
5. Click: I am a Niagara College student, recent alumni member, or applicant
6. Enter in your Student number and Date of Birth
7. Click : Next
8. Set up your Security Questions

Step 2: Connect to Wi-Fi

With a Laptop 10:

1. Click the Wi-Fi Icon in the bottom right
2. Select AirNC-Secure
3. Click Connect
4. Log on with your Blackboard Username and password

For Most Android Mobile Device

1. Click Settings
2. Connections
3. Wi-Fi
4. Select AirNC-Secure
5. Login with your blackboard user and password
 - EAP method: PEAP
 - Phase 2 authentication: None
 - CA certificate: (unspecified)
 - Identity: Blackboard Username
 - Anonymous identity: Leave blank
 - Password: Blackboard Password

For Most Apple Mobile Devices

1. Go to Settings
2. Wi-Fi, and make sure Wi-Fi is turned on.
3. Tap the name of the secure Wi-Fi network you want to join.
4. Enter the username and password for the secure Wi-Fi network
5. Tap Join.

Step 3: Set up your email

1. Log into Blackboard at <https://blackboard.niagaracollege.ca>
2. Click: My Apps
3. Click Email
4. Click: Student E-mail
5. Sign in with your blackboard username @ncstudents.niagaracollege.ca and Blackboard password
6. If you don't see a page requesting you to set up your verification options
 - Click: <http://aka.ms/ssprsetup>
7. Set up your Email and Phone

Step 4: Getting your student Card

1. Go to: <http://niagaracollege.ca/studentcard>
2. Scroll down until you see the "Online photo submission form"
 - Click it
3. Log in with your Blackboard credentials
4. Read through click Continue at the bottom
5. Click choose file and select your photo
 - Select your Campus from the dropdown menu
 - Check the copyright box after reading it

Step 5: Register Your ID Card to Print

You need to register your student ID card with your account before the printer will release your document

1. Tap your card on the card reader
2. You will see a pop up → Click Yes
3. Log in with your Blackboard account

Releasing Print Documents

1. Send your document to a printer: Colour, 11 x 17 or Black and White
2. Tap your card on the reader
3. Click Release in the bottom right corner
4. Check the printer for your document

For any non-standard printing please visit the Ricoh Center

Step 6: Adding Value to Your ID Card

1. Locate Add Value Machine
2. Tap your card on the reader

3. Insert your cash
 - No change is Provided
4. Press D when done

Add Value machines are located at:

Niagara-on-the-Lake

- Library
- 2nd floor, outside of N202

Welland

- Library
- Learning Commons

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6. If you don't see a page requesting you to set up your verification options
 - Go to: <http://aka.ms/ssprsetup>
7. Set up your Email and Phone