



Niagara  
College  
Canada  
APPLIED DREAMS

# First time Students

A guide to getting started

ITS

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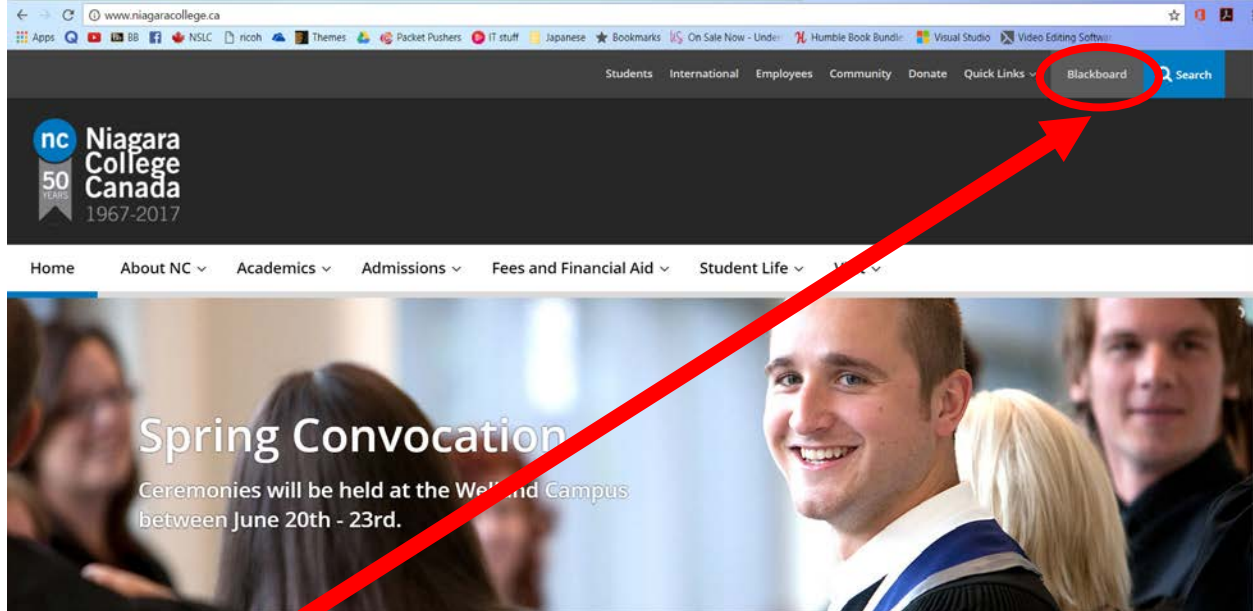
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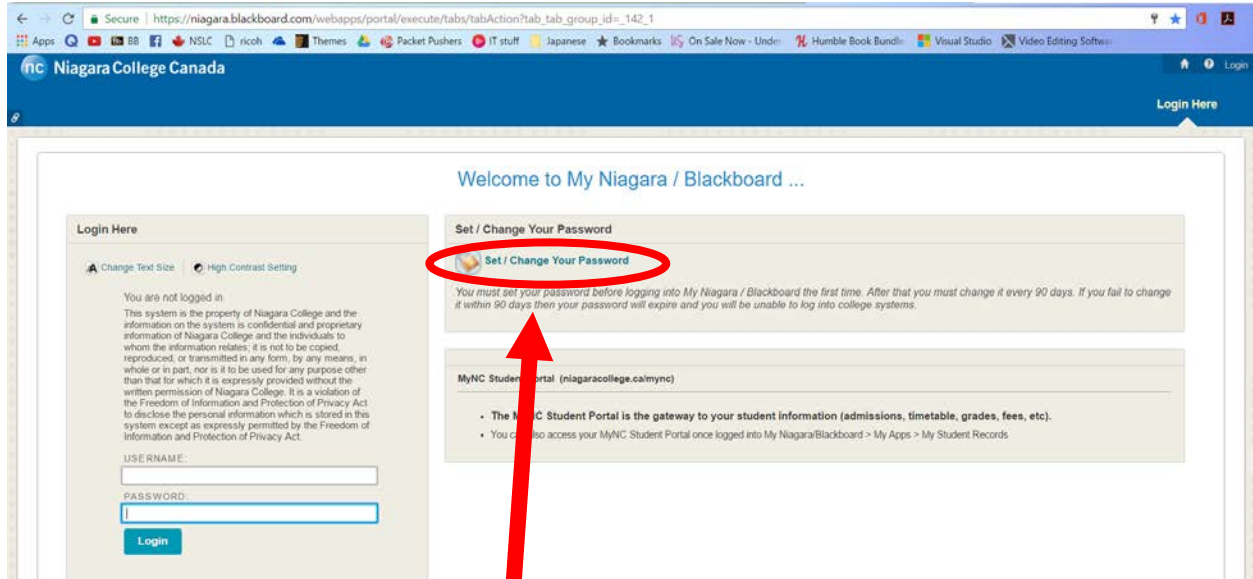
## Step 1: Register with Blackboard

### Register with Blackboard

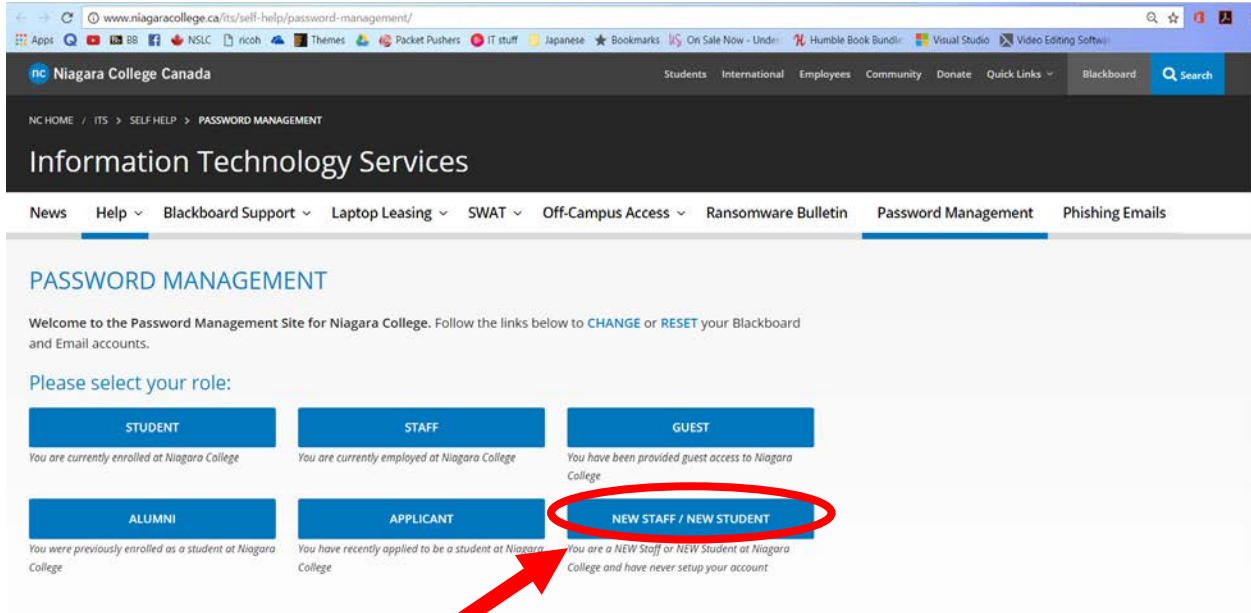
1. Visit: <http://niagaracollege.ca>



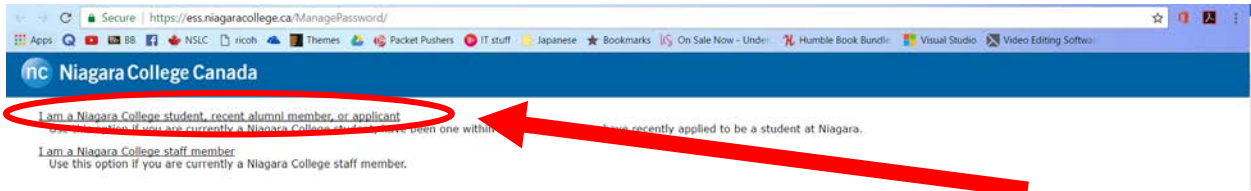
2. Click: Blackboard



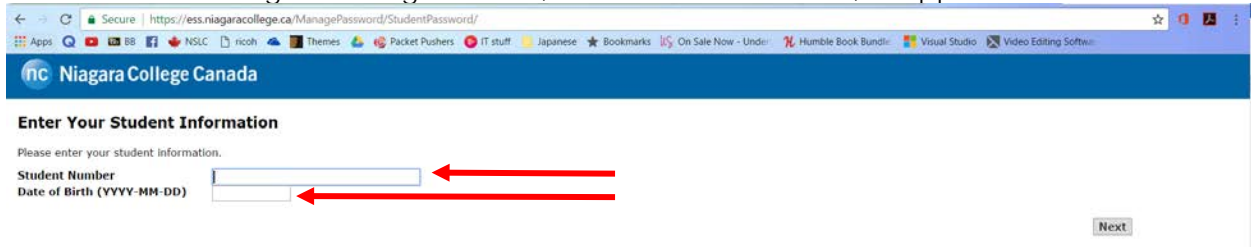
3. Click: Set / Change Your Password



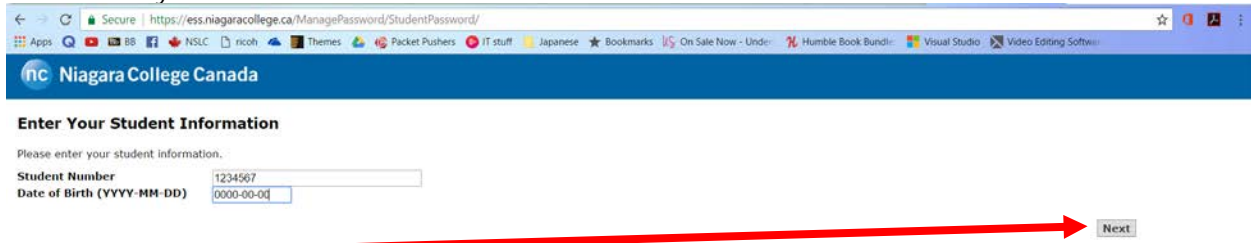
4. Click: New Staff/New Student



5. Click: I am a Niagara College student, recent alumni member, or applicant



6. Enter in your Student number and Date of Birth

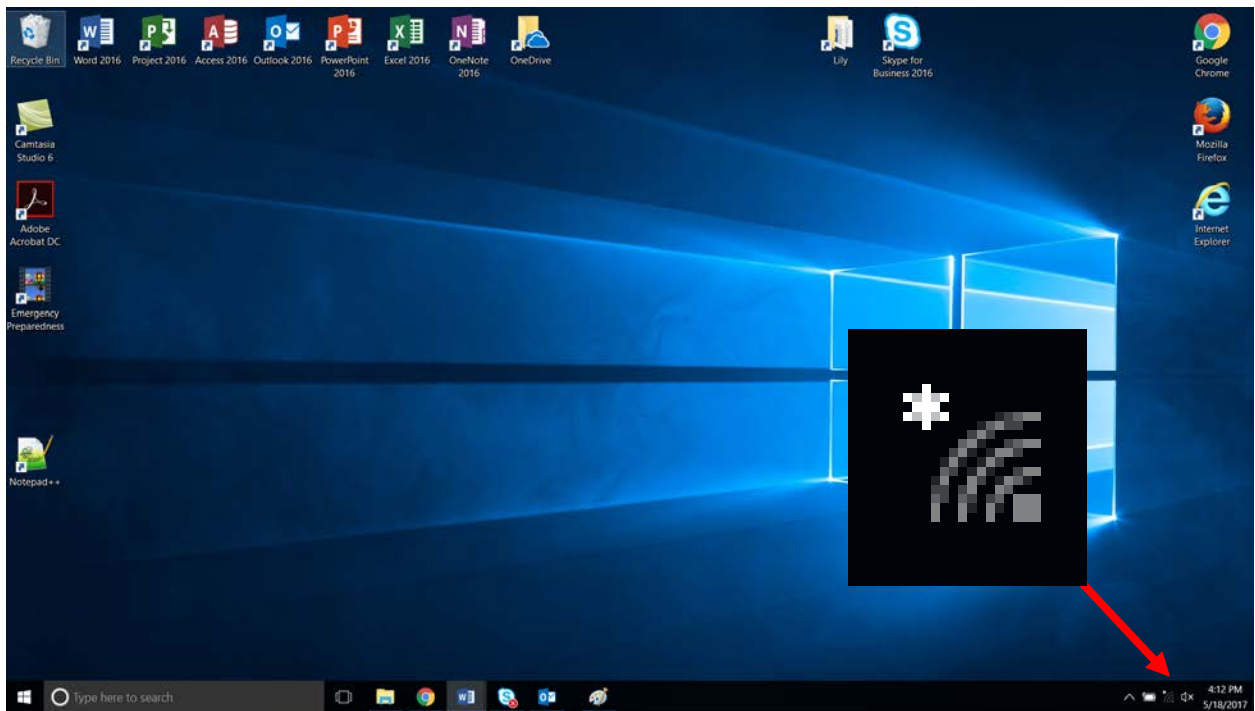


7. Click : Next

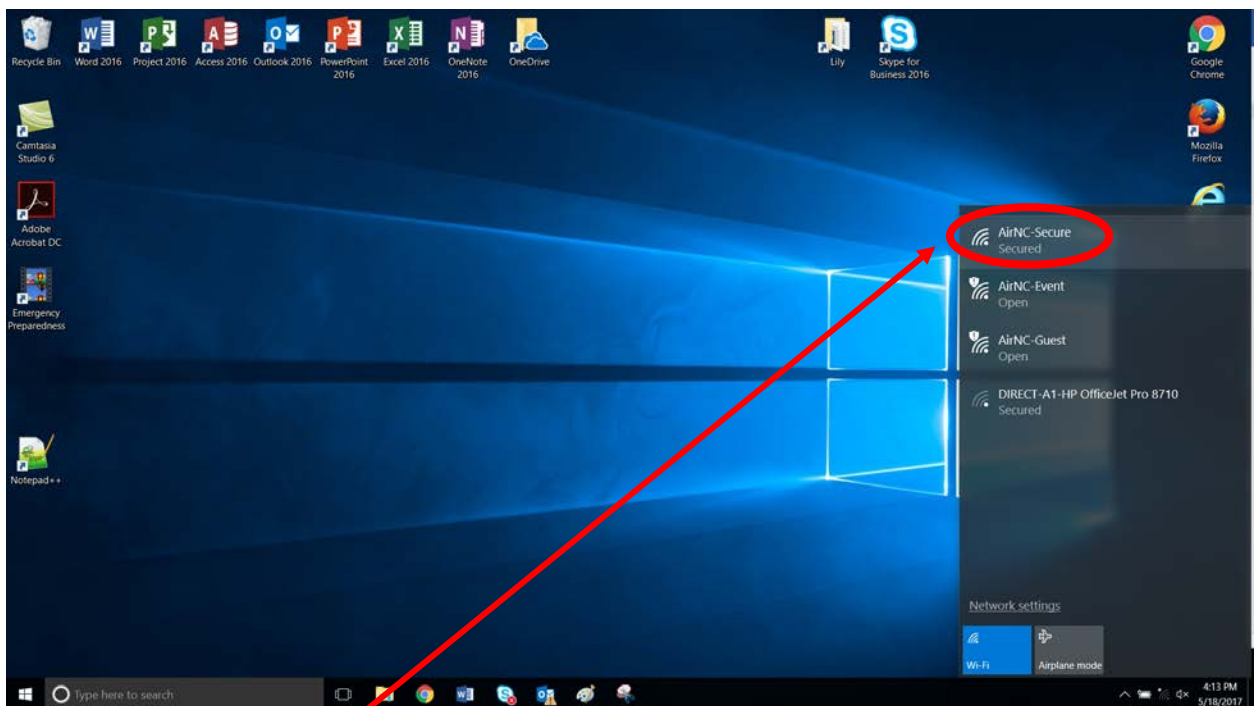
8. Set up your Security Questions

## Step 2: Connect to Wi-Fi

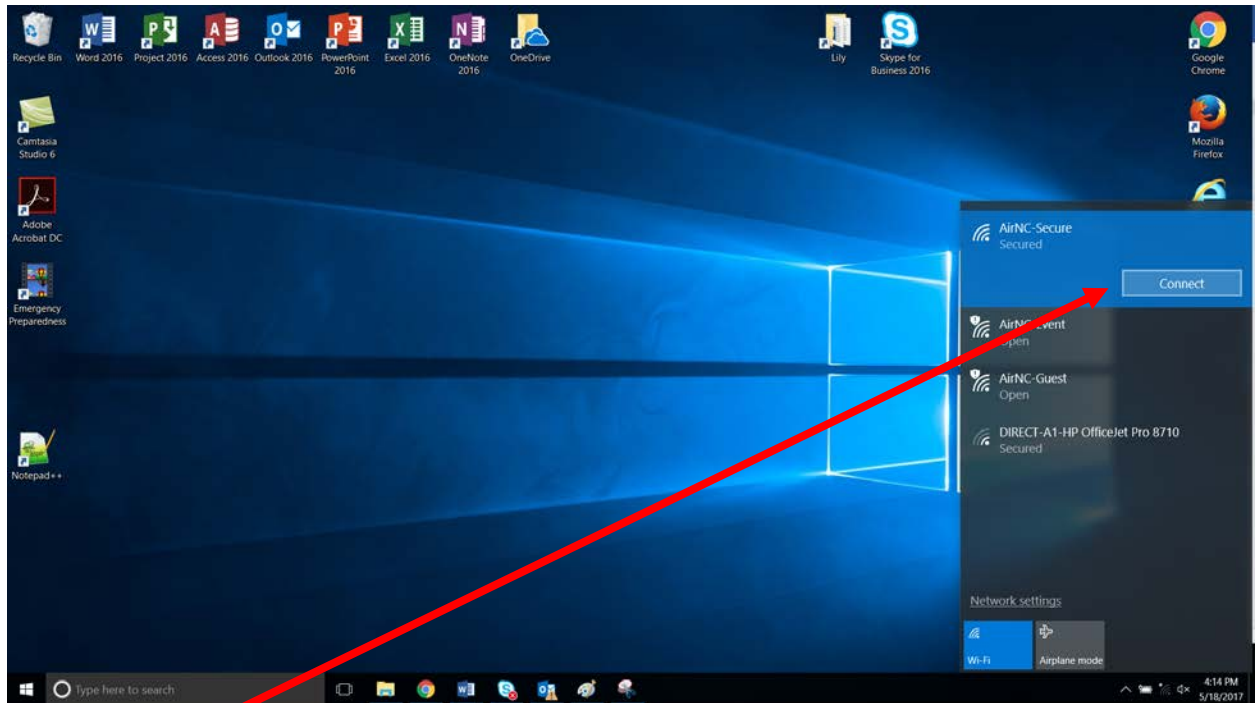
With Windows 10 and Other Laptops:



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

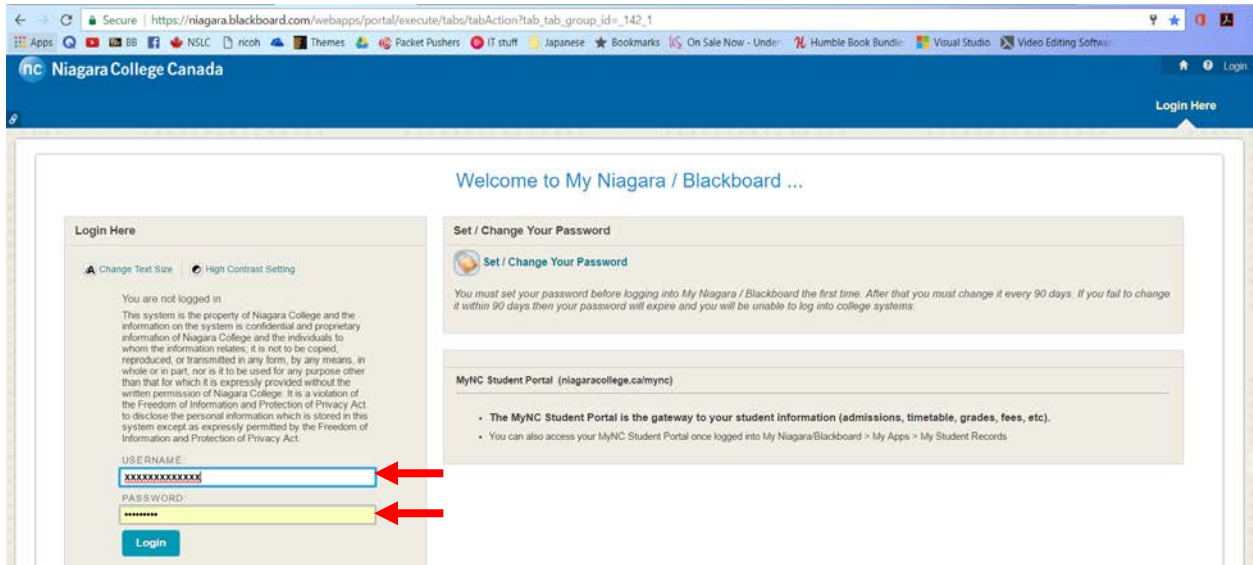
#### For Most Android Mobile Device

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

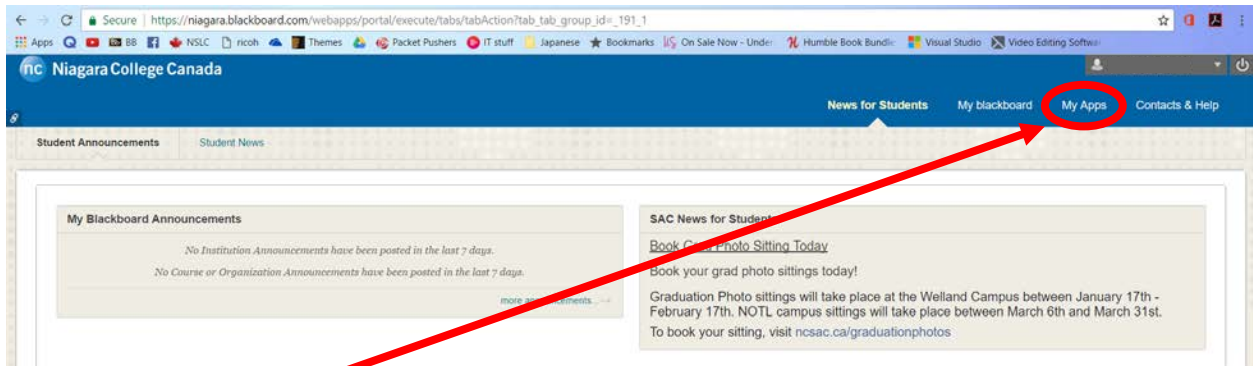
#### For Most Apple Mobile Devices

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.

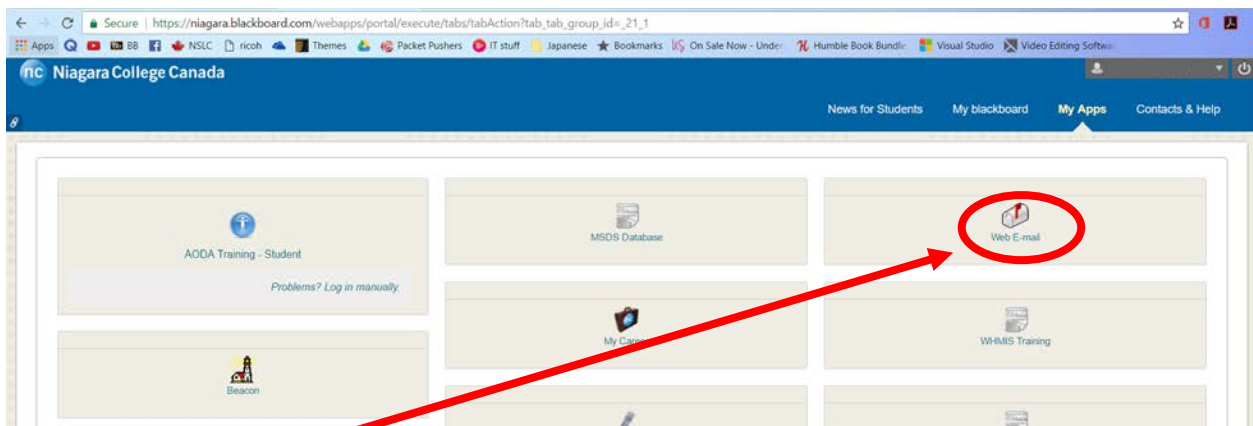
## Step 3: Set up your email



1. Log into Blackboard at <https://blackboard.niagaracollege.ca>



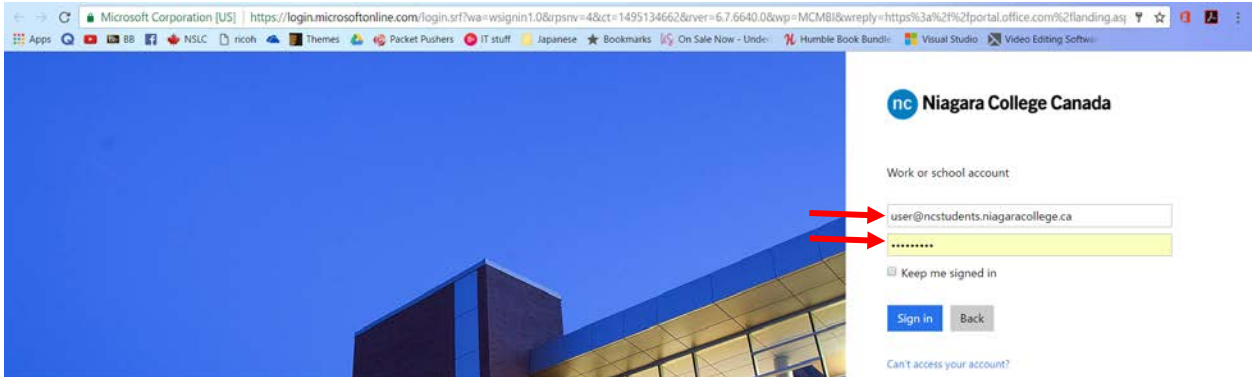
2. Click: My Apps



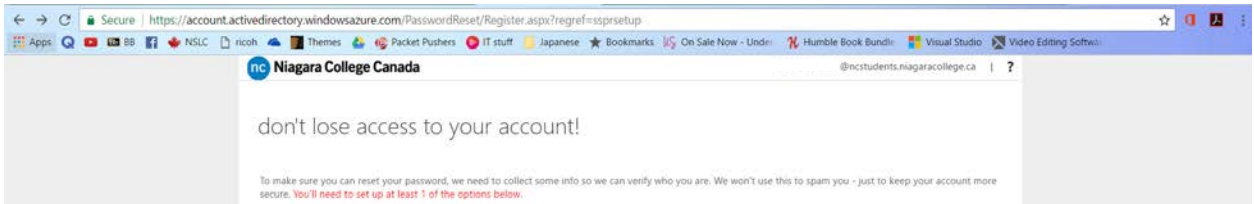
3. Click Email



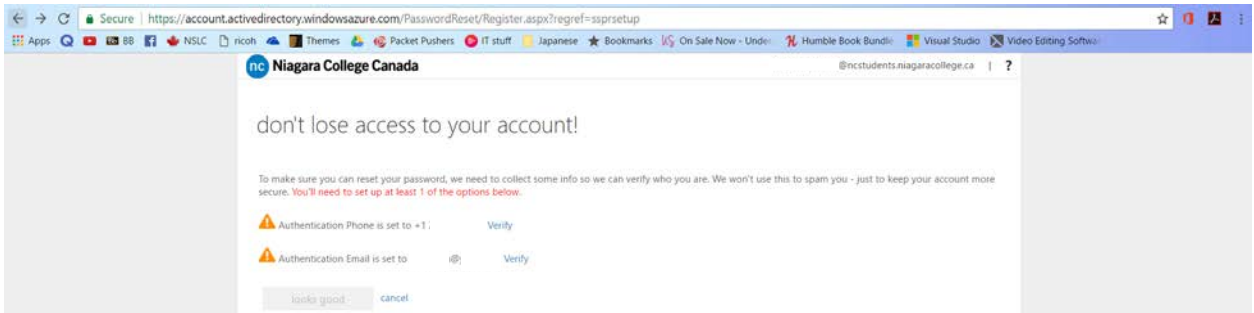
4. Click: Student E-mail



5. Sign in with your blackboard username @ncstudents.niagaracollege.ca and Blackboard password



6. If you don't see this page go to <http://aka.ms/ssprsetup>



7. Set up your Email and Phone



## Step 4: Getting your student Card

HOME › VISIT › INFOCENTRE › IDENTIFICATION CARDS

### IDENTIFICATION CARDS

The Niagara College Student and Staff Identification (ID) Card is your pass to the world of Niagara College services, including:

- Access to printing and photocopying
- Gym pass for both the Welland and Niagara-on-the-Lake campus athletic facilities
- The regional transit bus systems (with a valid U-Pass sticker – students only)
- As a required form of ID for writing course tests and exams

Each student and staff member are issued one free student card at the beginning of their time at Niagara College.

1. Go to: <http://niagaracollege.ca/studentcard>

HOME › ABOUT NC › ACADEMICS › ADMISSIONS › FEES AND FINANCIAL AID › STUDENT LIFE › VISIT

### IDENTIFICATION CARDS

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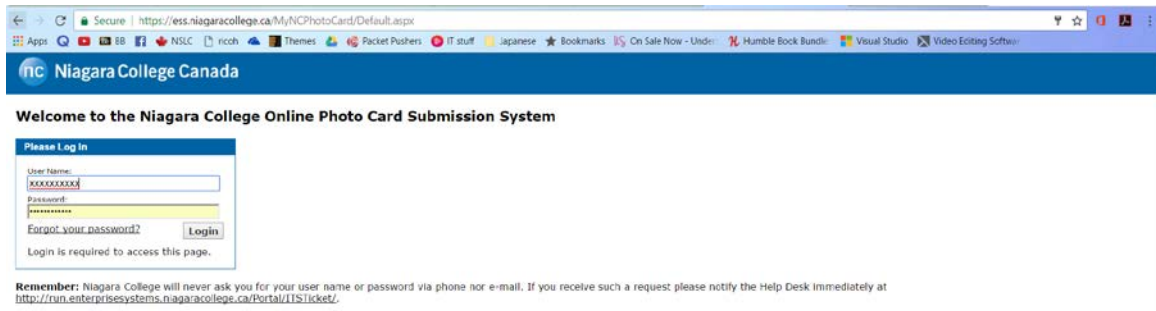
**How do I get a Niagara College staff or student ID?**

- 1 Submit your photo online using our [online photo submission form](#). Sign in using your Blackboard username and password and follow the instructions. When selecting "Campus" be sure to select the campus that you wish to pick up your card from.
- 2 Your ID card can be picked up in the office of Enrollment & Registration Services. New card requests require 2 business days to process prior to pick-up. Be ready to provide your student or staff number upon pick-up.

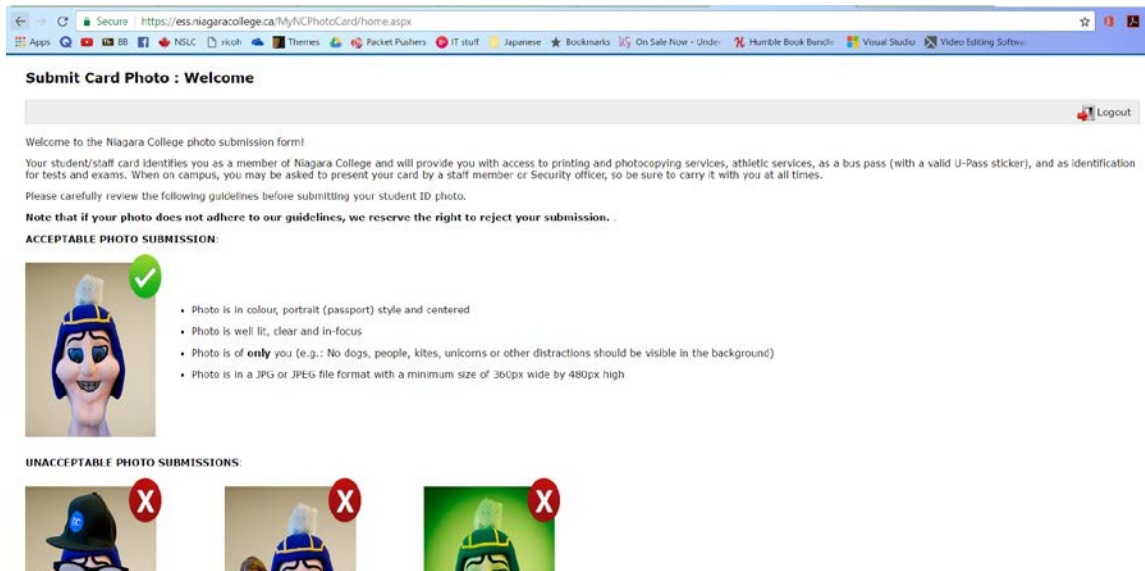
Can't use the online submission form?  
Please stop by your campus Registrar's Office to make alternative arrangements.

Lost, Stolen and Damaged Cards

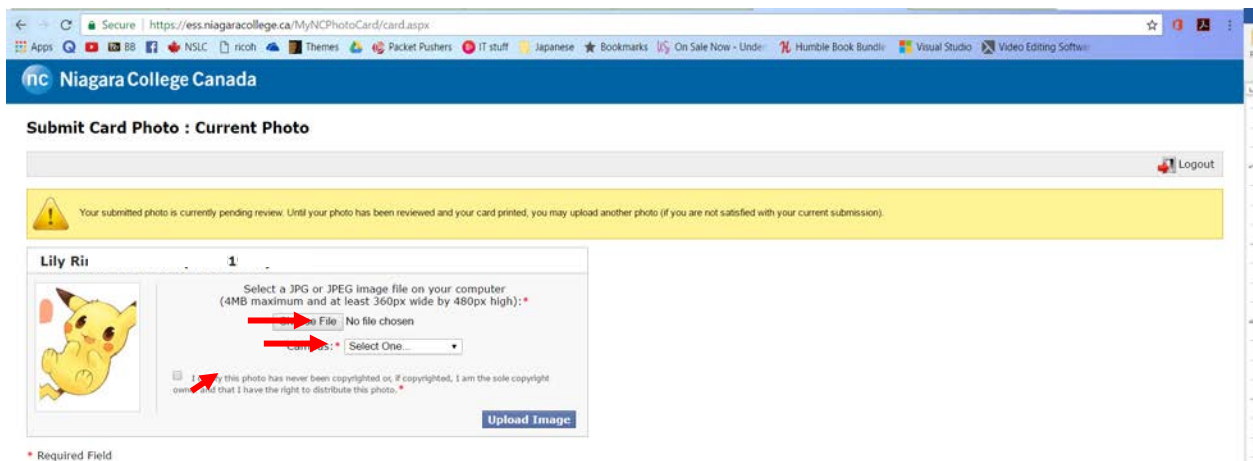
2. Scroll down until you see the "Online photo submission form"  
- Click it



### 3. Log in with your Blackboard credentials



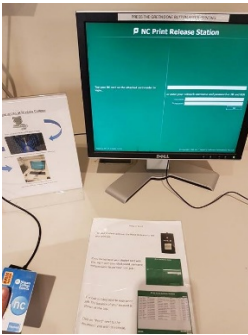
### 4. Read through click Continue at the bottom



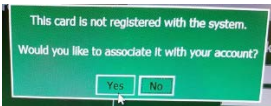
5. Click choose file and select your photo
  - Select your Campus from the dropdown menu
  - Check the copyright box after reading it

## 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



Tap your card on the card reader

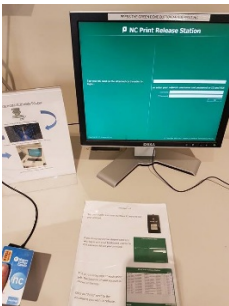


You will see a pop up.  
Click Yes to register



Log in with your Blackboard account

## Releasing Print Documents



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

For any non-standard printing please visit the Ricoh Center

## Step 6: Adding Value to Your ID Card



Locate Add Value Machine



Tap your card on the reader

Insert your cash  
**No change is Provided**



Press D when done

Add Value machines are located at:  
Niagara-on-the-Lake

- Library
- 2<sup>nd</sup> floor, outside of N202

Welland

- Library
- Learning Commons