

my.rochester.edu (Blackboard) LOGGING INTO INSTRUCTOR ACCESS

Go to the Registrar's webpage, <http://www.esm.rochester.edu/registrar/>

Click on "UR ACCESS Plus"

Click on "instructor login" and type NetID & Password

Click the "Instructor ACCESS" tab at the top

If you have trouble logging into the system, please check the following:

☐ Do you have a valid NetID & Password? Visit the UnivIT NetID website (<http://www.rochester.edu/its/netid/>) and click "Forgot your Password?" If you are unable to do this, call the University IT Help Desk at 275-2000.

☐ Are you using I.E. 7.0, Safari 4.0 or Firefox 3.5 or higher? These browser versions work best. On the main menu of the *ACCESSPlus* system after login is a link called 'Known Issues' – see if your problem is browser related.

☐ If you receive a message that the security certificate has expired, download a newer browser version. The University IT Help Desk at 275-2000 can assist you with this.

☐ Be sure your browser is functioning. Go to the UR web site at <http://www.rochester.edu>. If you connect, your browser and connection are working.

☐ The system requires that cookies be turned on. For Firefox: Tools, Options, Privacy, and check "Accept third-party cookies". For Internet Explorer: Tools, Options, Privacy, set bar at "Medium" / "Accept all cookies."

☐ If your problem is with a L-Soft class list, contact University IT at UnivITHelp@ur.rochester.edu and mention "UR ACCESS" and mailing lists.

If all these are functional, and you need help using the system, call Luke Fischer at 275-2059. For help with your computer or on-campus connection, call University IT at 275-2000.

Having problems? Clear your cache and cookies before you log into the system. Here is how:

Internet Explorer: Firefox:

1. Click on "Tools" button 1. Click on "Tools"
2. Click on "General" tab 2. Click on "Clear Recent History"
3. Click "Delete" button under Browsing 3. Uncheck all except Cache & Cookies "History" & "Cookies" 4. Click "Clear Now"
4. Click "Delete" to confirm 5. Restart your browser