

# INSTRUCTOR Logon

**Please note:** For this system to work, you MUST clear your cache and cookies before you log into the system. Here is how:

## **Internet Explorer:**

1. Click on “Tools” button
2. Click on “General” tab
3. Click “Delete” button under Browsing “History” & “Cookies”
4. Click “Delete” to confirm

## **Firefox:**

1. Click on “Tools”
2. Click on “Clear Recent History”
3. Uncheck all except Cache & Cookies
4. Click “Clear Now”
5. Restart your browser

## **Logging into Blackboard’s Instructor Access is as easy as 1-2-3!**



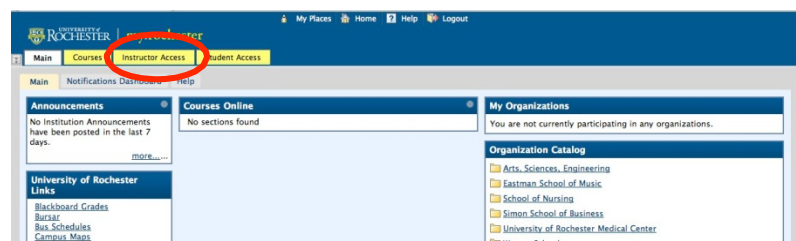
### Step One

Go to the registrar’s website [www.esm.rochester.edu/registrar](http://www.esm.rochester.edu/registrar) and click on Faculty Links in the left side navigation. Click on “log into Blackboard for Instructor Access” under the Instructor links.

Step Two: Sign into Blackboard with your NetID and Password (what you use for HRMS).



Step Three: Select the Instructor Access tab.



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**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.
- 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](mailto:UnivITHelp@ur.rochester.edu) and mention “UR ACCESS” and mailing lists.

If all these are functional, and you need help using the system, call the Eastman Registrar’s Office at 274-1220. For help with your computer or on-campus connection, call Eastman Computing Services at (585) 274-1160 or email [ecshelp@esm.rochester.edu](mailto:ecshelp@esm.rochester.edu) for computer support.