

## Getting Started: Taking an Eastern Online Course for the first time

If you are taking an online course for the first time and you are unsure of how to access your course, please follow these instructions. If you have not done so already, you must first activate your Eastern Technology account. To determine your email account/username, you must first logon to **eWeb**.

**\*\*Please note:** IF you have just registered online, it can take up to 24 hours to generate an email address for you, in which case you might need to try this process again at a later time. For convenience, please print this document and proceed.

### **Step 1: Log into eWeb:**

- From the Eastern Connecticut State University's homepage: [www.easternct.edu](http://www.easternct.edu).
- Click "Current Students" at the top of the homepage
- Click the "eWeb" link located underneath the image slideshow
- Select "Login"
  - You have been assigned an 8-digit Eastern ID. Your letter from Eastern's Office of Admissions or your semester class schedule from the Registrar's Office indicates your Eastern ID. Your PIN is initially set to your date of birth in the format mmddyy. For example, if your date of birth is January 4, 1989, your PIN is 010489. If for some reason, your birthday was not on file at the time of your PIN creation, your PIN will be the last six digits of your Eastern ID. Enter your Eastern ID and PIN. Click login.
- Once you log in, you will be prompted to change your PIN. Your new PIN must be six numeric digits. Because eWeb is used for many helpful self-service functions, including future registration and accessing your grades, please remember your PIN.
- Create a Security Question and a simple answer. In the future, if you forget your PIN, enter your Eastern ID and click "Forgot PIN?". You will be prompted with this security question. Typing the correct answer (punctuation is NOT recommended because it is difficult to remember) will force a prompt to change your PIN and you will gain access to your information.
- To access your e-mail address/username Click "Personal Information"
- Then click, "View/Update E-Mail Address(es)".
- View your official Eastern e-mail address. Your username is the first part of your email address, most likely your last name and one or more letters of your first name. The username is the portion to the left of the @ sign. Please remember to exit and close your browser. To exit, click the word EXIT in the upper right corner of your screen.

### **Step 2: Activating your Eastern Email/Blackboard Account:**

- Navigate back to the "Current Students" page
- Click the "email" link
- Select "Change your email password"
- Click the <https://june.easternct.edu> link

- Enter your assigned Username and default password
  - Your default password is 7 characters in length comprised of:
    - First Character: \$
    - Second Character: IN CAPS the first letter of your username
    - Third- Seventh Characters: Last 5 digits of your Eastern ID
- Click “Log On”. You will be prompted to change your password
- Type your default password in the Old password field
- Type a New password in the New password field utilizing the following Password Rules:
  - New passwords must contain three (3) of the following four elements:
    - Uppercase letters
    - Lowercase letters
    - Numbers
    - Special Characters (The & and < symbols are NOT permitted.)
  - Must be 8 - 14 characters in length (NOT longer than 14)
  - Must not contain your name or any part of your username
  - Example: WXY\$1225
    - NOTE: The system remembers your last 8 passwords and will not allow re-use
    - Your password will expire every 90 days
- Type your New password again
- Click OK. You should see a message indicating that your password was successfully changed.
- Please remember your Username and Password. These are your Eastern credentials that you will use to access your Eastern Technology Account (Email/network/Blackboard)
  - For technical support, call 860-465-4619 during office hours: Regular Session: Mon–Thur 7:30AM-midnight, Fri 7:30AM-6PM, Sat 9AM-6PM, Sun 12PM-midnight

**Step 3: Accessing your online courses via Blackboard Learn:**

- From the Eastern Connecticut State University’s homepage: [www.easternct.edu](http://www.easternct.edu)
- Click “Current Students”
- Click “Blackboard”
- Click “Log In”
- Type your Eastern username: and password (established by you through technology account activation).
- Click “OK”
- Click on the appropriate class name to access your course materials.
  - NOTE: YOUR COURSE MAY NOT BE LISTED OR AVAILABLE UNTIL THE FIRST SCHEDULED DAY OF THAT CLASS.

If you have any questions regarding access to your online course(s), please call the Center for Instructional Technology (CIT) at 860-465-1248 M-F 8:30-4:30 or send your contact information, including your Eastern username, course name, section number and instructor to [webctsupport@easternct.edu](mailto:webctsupport@easternct.edu).