

Preparing Your Computer

BEFORE the term starts, please follow these steps to prepare your computer.

1. To be able to view all documents and create documents for your class, you need to have a few additional programs installed on your computer. Most computers have Adobe Acrobat Reader on them. If you don't already have this program, you can download it for free from this website: <http://www.adobe.com/products/reader/>. If you don't have Word, Excel and PowerPoint programs on your computer, you should consider buying a Microsoft Office package that includes them. (Contact the Oregon Tech Bookstore for academic software prices.) You may also need Quicktime installed. If you don't have it already, you can get it for free from [the Apple website](#).
2. Before you log into Blackboard for the first time, view the information listed [here](#) to verify your computer has the correct settings to work optimally with Blackboard. Note that you should trust pop-ups from OIT. For a couple of areas in Blackboard, you will need Java installed. It will warn you and give you a link to install Java if you don't have it when you access one of those areas.
3. Shortly after you registered for an online class, your Blackboard username was sent to you at every email address you have on record at OIT. If you are unable to find that email message, your username is usually in the format of firstname.lastname. Note that there is a period between your names, but no spaces. Your default password is set to Hootie and then the last four digits of your OIT student id number. (For example, Hootie1234.)
4. You will NOT be able to access your classes until the first day of the term, but you should login to Blackboard ahead of time to ensure your account is set up correctly. Open a browser, such as Mozilla Firefox, go to <http://my.oit.edu>. (Please do not use Internet Explorer with Blackboard. It does not work well.) Type your username and password. Remember: Your classes won't even be **listed** in your account until the first day of the term. Before the term starts you could have a message saying "you aren't enrolled in any classes" even though you are enrolled in classes.
5. If the MyOIT login ever doesn't work for some reason, you can log into Blackboard directly at <http://online.oit.edu>. You use the same username and password for the direct link as you do for logging into MyOIT.
6. For help with any Blackboard Learn issues, first call the ITS helpdesk at 541-885-1470 or email helpdesk@oit.edu. If the helpdesk staff cannot help you, they should refer your call to the Oregon Tech Online staff. However, if they do not and you still need assistance, please call the Oregon Tech Online office directly at 866-497-0008.
7. To view Blackboard help documents and pages, please go to the [Oregon Tech Blackboard Learn 9.1 help page](#). One of the links listed on that page is labeled "Student Help for Blackboard Learn." It has some material that is helpful for students but also look in all of the other links listed, except for the one labeled "Faculty Help for Blackboard Learn." (That area is only useful to faculty members.)