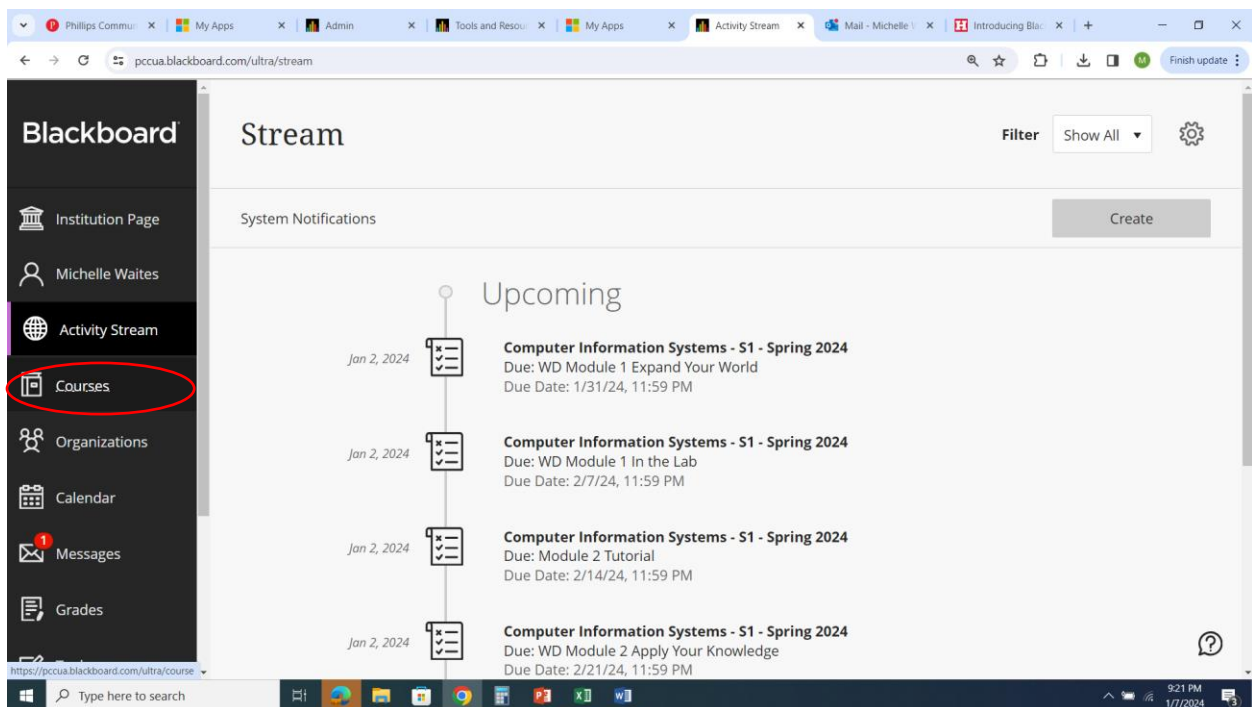


You have registered to take an online course at PCCUA. To access your PCCUA BlackBoard course, you will login to your My Ridgenet account. You may follow the directions below to access your My Ridgenet account.

- Click on the My RidgeNet link located in the top middle of the PCCUA homepage, (www.pccua.edu)
- Enter your PCCUA student email address, which is your first initial+last name+last four digits of your student ID+@pccua.edu (for example: bjones1234@pccua.edu).
- Your password will be your date of birth (MMDDYYYY).
- Once you have logged in to your account, click on the “BlackBoard” icon to view your courses.
- **If you have not logged into your course and completed any work in the course before January 16, you will be dropped from the course and reported as a no show.**

In December, PCCUA introduced Blackboard’s new modern interface BlackBoard Ultra Base Navigation. You will notice some changes to the look of BlackBoard if you have accessed the platform previously. Your “My Blackboard” has been replaced with a new interface called Ultra Base Navigation. Courses can be accessed by clicking the Courses button in the menu on the left-hand side of the page.



Here are some additional helpful tips for using the new base navigation:

- Use Chrome as a browser.

- If had previously bookmarked or saved any login information for PCCUA BlackBoard, clear your browsing history and cache.
- Your courses are listed by term, if you are enrolled in a a section I2 (Fast Track 2) course, those courses do not begin until March 6 and you will not have access to those course until that date.
- To enter a course, click on the name of the course.

If you are unable to log into your My Ridgenet account for any reason, please fill out a Helpdesk ticket by going to the PCCUA homepage, [www.pccua.edu](http://www.pccua.edu), and clicking on "IT Support" at the top of the page. Please include a private email or phone number in your ticket for responses.

If you are able to log into your My Ridgenet account but do not have access to your online course through BlackBoard, please email Michelle Waites at [mwaites@pccua.edu](mailto:mwaites@pccua.edu), Amy Hudamn at [ahudman@pccua.edu](mailto:ahudman@pccua.edu) or Bennie Fonzie at [bfonzie@pccua.edu](mailto:bfonzie@pccua.edu)

Be sure to include the name of course you cannot access, your student ID\* and your date of birth in the email.

\*If you do not know your student ID number, please contact the registrar's office.