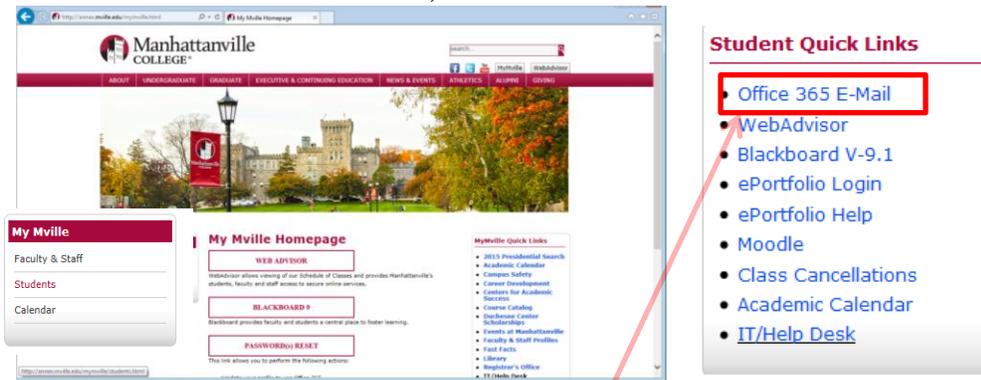


Student's Quick Guide to Logging into Mville Email, WebAdvisor and Blackboard

Microsoft Office 365:



Manhattanville College has powerful email, web, and collaboration tools for all former and current students. Microsoft Office 365 has your favorite Office features online and allows you to create sophisticated reports and presentations, collaborate in real time with classmates, and share and edit documents.



1. Visit MyMville
2. Click Students,
3. In the student Quick Links box at right, click Office 365E-mail.



mville.edu

Type your user name and password.

User name:

Password:

4. Username: last name, first initial (in most cases)
 - For Example: Andrew Smith's username would be: smitha
5. Password: Your initial password is:
 - Your first name initial in CAPS
 - Your last name initial in lower case, and
 - Your full 7 digit student ID number

- For example: Andrew Smith's password would be: As1234567

If you need further assistance, please call the IT Help Desk 914-323-7230.

Manage your own password:

We strongly encourage you to change your password immediately:

1. Click MyMville on the top right of any of Manhattanville's pages



Home ▶ MyMville

A screenshot of the MyMville homepage. The page is divided into three columns. The left column contains a 'My Mville' menu with links for Faculty & Staff, Students, and Calendar. The middle column is titled 'My Mville Homepage' and contains three main sections: 'WEB ADVISOR', 'BLACKBOARD 9', and 'PASSWORD(S) RESET'. The 'PASSWORD(S) RESET' section is highlighted with a red box, and a red arrow points to it from below. The right column is titled 'MyMville Quick Links' and contains a list of links including 2015 Presidential Search, Academic Calendar, Campus Safety, Career Development, Centers for Academic Success, Course Catalog, Duchesne Center Scholarships, Events at Manhattanville, Faculty & Staff Profiles, Fast Facts, Library, Registrar's Office, and IT/Help Desk.

2. Click Password Reset on the middle column

All Students:

Before you start using Office 365, please update your profile, security questions and password using this self-service password utility.

To begin, enter your current user name.

User names are constructed with your full LAST NAME followed by the first letter of your FIRST NAME.

Example: Jane Smith will be smithj

Your temporary password for the self-service portal is your first name initial in UPPER case, your last name initial in lower case, and your SEVEN digit ID number (include leading zeroes).

Example: Jane Smith will be: Js0012345.

Sign in

User Name:

Password:

Log on to:

Students: Choose STUDENT in the 'Log on to' drop down box.
Staff/Faculty: Choose ACADEM in the 'Log on to' drop down box.

Self-Service Account Management :

 **Manage your Profile**
Enroll and manage your profile

 **Reset Password**
Reset your forgotten password

 **Unlock Account**
Unlock your locked out account

3. Enter your user name.
 - For Example: Andrew Smith's username would be: smitha
4. Password: Your initial password is:
 - Your first name initial in CAPS
 - Your last name initial in lower case, and
 - Your full 7 digit student ID number
 - For example: Andrew Smith's password would be: As1234567
5. You will be asked to select your 2 security questions.
(For security reasons, do not share your answers with anyone.)
6. Change your initial password to one that you will remember.

If you need further assistance, please call the IT Help Desk 914-323-7230.

WebAdvisor:

WebAdvisor is a website that will show your grades, your class schedule and more.

To access WebAdvisor;

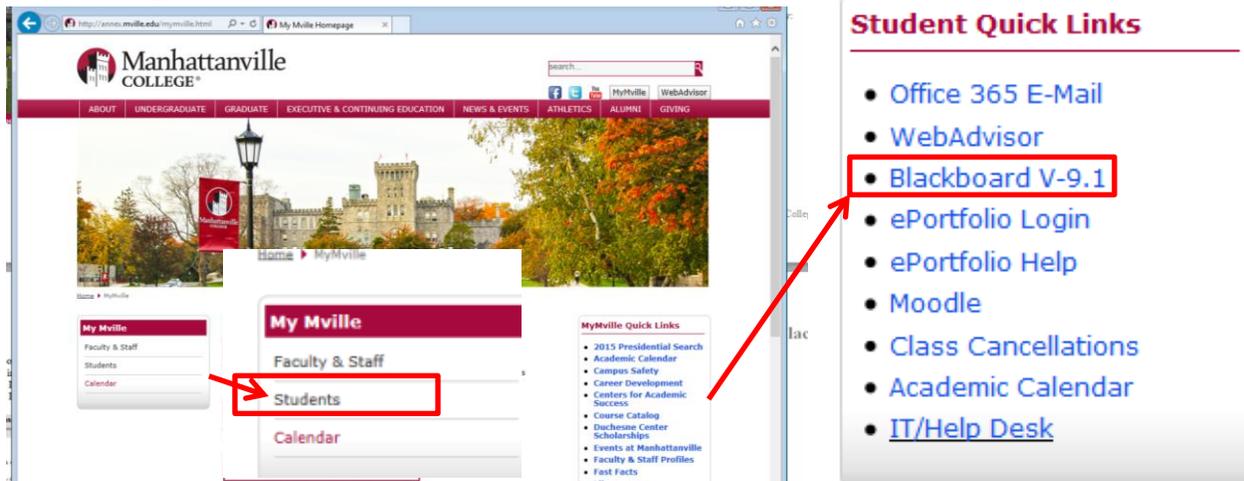
1. Click “MyMville”
2. Click “WebAdvisor”

The screenshot shows the MyMville homepage. At the top left is a 'My Mville' menu with links for Faculty & Staff, Students, and Calendar. The main content area is titled 'My Mville Homepage' and features three highlighted boxes: 'WEB ADVISOR' (with a description: 'WebAdvisor allows viewing of our Schedule of Classes and provides Manhattanville's students, faculty and staff access to secure online services.'), 'BLACKBOARD 9' (with a description: 'Blackboard provides faculty and students a central place to foster learning.'), and 'PASSWORD(s) RESET'. A red arrow points from the 'WEB ADVISOR' box down to the 'PASSWORD(s) RESET' box. Below these boxes is the WebAdvisor login page, which includes the Manhattanville College logo, a navigation bar (Log In, Main Menu, Contact Us), and a login form with fields for User ID and Password, a 'Show Hint' checkbox, and a 'SUBMIT' button. A 'Prospective Students' link is also visible. On the right side, there is a 'MyMville Quick Links' sidebar with a list of links including 2015 Presidential Search, Academic Calendar, Campus Safety, Career Development, Centers for Academic Success, Course Catalog, Duchesne Center Scholarships, Events at Manhattanville, Faculty & Staff Profiles, Fast Facts, Library, Registrar's Office, and IT/Help Desk (with sub-links for Create a Help Desk Ticket and Submit an Incident or Request).

1. Sign in with the same username and password used in your 365 email, and Self Service Account Management
2. Note: You must have activated 365 email before using WebAdvisor
 - If you don't remember your password, click “Reset My Password” on the lower right corner of the main webpage of WebAdvisor.

The screenshot shows the WebAdvisor login form. It has a title 'Log In' at the top center. Below the title are three input fields: 'User ID:', 'Password:', and 'Show Hint:'. The 'Show Hint:' field has a small square checkbox. At the bottom center of the form is a blue 'SUBMIT' button. At the bottom of the page, there is a navigation bar with three links: 'LOG IN', 'MAIN MENU', and 'CONTACT US'.

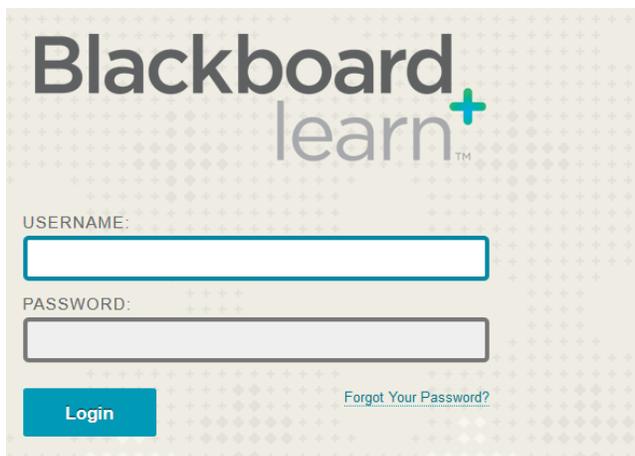
Blackboard: Blackboard is a utility which allows your Professors to give students access to submit their assignments as well as allow students to look at files online in one place.



The image shows a screenshot of the Manhattanville College website. The browser address bar shows 'http://annon.mville.edu/mymville.html'. The website header includes the college logo and navigation tabs for 'ABOUT', 'UNDERGRADUATE', 'GRADUATE', 'EXECUTIVE & CONTINUING EDUCATION', 'NEWS & EVENTS', 'ATHLETICS', 'ALUMNI', and 'GIVING'. A search bar is located in the top right. Below the header is a large banner image of a building. A 'MyMville' dropdown menu is open, showing options for 'Faculty & Staff', 'Students', and 'Calendar'. A red box highlights the 'Students' option, with a red arrow pointing to it. Another red arrow points from the 'Students' option to a 'Student Quick Links' sidebar on the right. This sidebar lists several links: 'Office 365 E-Mail', 'WebAdvisor', 'Blackboard V-9.1' (highlighted with a red box), 'ePortfolio Login', 'ePortfolio Help', 'Moodle', 'Class Cancellations', 'Academic Calendar', and 'IT/Help Desk'. Below the sidebar is a 'MyMville Quick Links' section with various links like '2015 Presidential Search', 'Academic Calendar', 'Campus Safety', etc.

To log into Blackboard;

1. Click MyMville
2. Click Students on the left side
3. Click “Blackboard V-9.1



The image shows the Blackboard learn login screen. The background is a light gray with a subtle pattern. The text 'Blackboard learn+' is prominently displayed at the top. Below the logo, there are two input fields: 'USERNAME:' followed by a text box, and 'PASSWORD:' followed by a text box. At the bottom left, there is a blue 'Login' button. At the bottom right, there is a link that says 'Forgot Your Password?'.

4. Username and password should be your username in both login boxes.

- Ex: smitha (last name first initial)

Lost Password

Choose an option to retrieve your password. Enter your information for one option only: Username Option or Email Address Option.

USERNAME OPTION

Enter your First Name, Last Name, and Username to change the password. An active email address must be associated with the account to change the password. An email will be sent with instructions to change the password. The current password will remain active until it is changed by following the instructions.

First Name

Last Name

Username

EMAIL ADDRESS OPTION

Enter your First Name, Last Name, and Email Address to change the password. An active email address must be associated with the account to change the password. An email will be sent with instructions to change the password. The current password will remain active until it is changed by following the instructions.

First Name

Last Name

Email

5. If you cannot get in, click “Forgot your password” and fill out one of the two forms. Make sure your Manhattanville 365 email is activated as your reset Blackboard password will go to that email.