



Logging Into the MyGranite Portal and Blackboard for the First Time

In Three Easy Steps

Step 1: Determine your Username (IT ID)

GSC students, faculty, and staff have a Blackboard account that is created automatically as they enter the GSC system. The account remains active while you are at GSC.

1. Launch your browser (Internet Explorer, Netscape, etc...) and type **http://blackboard.granite.edu** in the address bar or click on **MyGranite** from the GSC homepage.
2. Click the **Login Help TAB** at the top of the Blackboard screen.
3. Click on **New user?** and follow the instructions to retrieve your username (also known as your IT ID)
4. Once you have entered your SS# and birthday, you will be provided with a **username**. *Note, you may need to **scroll up** to view this information — **write down your username on a piece of paper***
5. Before creating your password **review the tips for creating a strong password** (*on reverse side*).

Step 2: Create a Password

6. Scroll down to **activating your GSC username** (IT ID) and follow the instructions. ***You may need to try a few first/middle name combinations.***
7. Complete the password hint set-up. **Your answer must be at least six characters in length.**

Step 3: *What's Next*- Log into the Portal

8. Once you have your username and password established, at the top of the page click on the **MyGranite TAB**.
9. Click on the **Login button** found in the top Module (communication block)
10. Enter the username & password established in Step 1 above.

For Help – Contact the GSC Technical Assistance Center:



Online Help Form: <http://bbresources.granite.edu/techassist>

Or call: (888) 372-4270, Office hours: Monday - Friday, 8:30 a.m. to 5:00 p.m. (E.T.)

Granite State College Portal Password Protocol

Tips for Creating a Foolproof Password

The Granite State College portal uses **single sign on** access (you will have access to lots of information via one user account). A strong user password is required. A strong password is one that is difficult for someone else to figure out.

Your GSC portal password **must** include the following criteria:

- 6-8 characters with:
 - **at least 1** uppercase letter
 - **at least 1** lowercase letter
 - **at least 1** digit (0-9)
 - **at least 1** of the following symbols:

% * + - _ . : ; , = ? ! / \ [] ~ ^ |

Please note that your password **cannot be a recognizable word** or a word that could be found in the dictionary. Having trouble thinking of a password that meets the strong password criteria? Below are some examples of passwords that will work, and ones that will not work.

Password examples that:

will work

M~8ni3y0
TsWcot_1
Ediand*9

will not work

Jeremy1
\$ophie
Abc123

Use these steps to develop a strong password:

1. **Think of a sentence that you can remember.** This will be the basis of your strong password. Use a memorable sentence, such as "My son Aiden is three years old," or "The sun will come out tomorrow."
2. **Convert the sentence to a password.** Take the first letter of each word of the sentence that you've created to create a new, nonsensical word. Using the example above, you'd get: "msaityo".
3. **Mix upper and lower case then add a number and a symbol.** For example, use = for the "i" in "is" and 3 for the "t" in "three" yields the following acceptable password: Msa=3yo