

# Key Tech Info for New Black Hawk College Faculty

For clickable links go to: [www.bhc.edu/keytech](http://www.bhc.edu/keytech)

## What Accounts & Web Sites do I need and why?

### Network Account \* (generally last name + 1st initial)

- Allows you to access and store files on the college server from any BHC lab, [tech-equipped classroom](#), or office.

### Outlook E-mail Account \* [outlook.bhc.edu](mailto:outlook.bhc.edu) (generally lastname+1st initial@bhc.edu)

- The primary source for correspondence from your Department Chair, Deans, Registrar's Office, TLC, and other BHC offices.
- All faculty should plan to check this email address at least weekly.
- You can access your Outlook mail from off-campus using [Outlook Web Access](#).

### myBlackHawk Account \* [myblackhawk.bhc.edu](http://myblackhawk.bhc.edu) (typically 1<sup>st</sup> initial+1<sup>st</sup> 7 letters of last name)

- BHC's web portal (sometimes referred to as myBH) is for employees and students. Allows you to complete job related tasks and receive targeted communications based on your role at BHC.
- Critical for:
  - ✓ accessing class rosters and entering midterm/final grades.
  - ✓ being informed about FERPA policies/guidelines. (e.g. FERPA guidelines **prohibit sharing student info with anyone** other than the student without his/her permission.)
  - ✓ receiving and sending e-mail to students (suggestion: [forward myBH email to Outlook so you use only one email system](#) page 33).
  - ✓ accessing myBH's Luminous Platform and/or Canvas.
  - ✓ signing up for emergency notifications and staying abreast of information shared with the college community, such as school closings due to inclement weather, etc.
  - ✓ accessing BHC employee contracts and forms.
  - ✓ viewing personal information (e.g., pay statements, submit time sheets, setup & submit changes to direct deposit, view vacation, sick, and W2's).

### BHC Web Site: [www.bhc.edu](http://www.bhc.edu)

- Information about: [Schedules](#), (includes final exam days/times & grades due), [catalogs & calendars](#), [maps](#), [on campus resources](#), (includes [library](#), [bookstores](#), [directory](#), and [Independent Learning Center](#)) [academic resources](#) (includes [programs of study](#) and [online learning](#)), [student resources](#) (includes [student handbook](#)), [athletics](#), [parking](#), [tech support](#), [events](#), etc.

### Teaching & Learning Center Web Site: [www.bhc.edu/tlc](http://www.bhc.edu/tlc)

- Resources for new and returning faculty including [www.bhc.edu/newfaculty](http://www.bhc.edu/newfaculty) and [www.bhc.edu/keypeople](http://www.bhc.edu/keypeople)
- Step-by-step tutorials for: [myBlackHawk](#), (includes steps on forwarding email), [Faculty Banner Web](#) (includes viewing rosters & entering midterm/final grades), [Luminis Platform](#), [Canvas](#), [syllabi checklist](#) (including academic dishonesty policy & sample accessibility/disability statement), and much more.

### Canvas Web Site: [learn.bhc.edu](http://learn.bhc.edu) (same username and password as myBH to access your Canvas courses)

\* On back.

## Additional Help

Visit the web site's Toolbox for step-by-step tutorials: <http://www.bhc.edu/academics/teaching-learning-center/toolbox/>

- For additional help with myBH, click the “myBH PDF” link and choose the subject you need from the linked Table of Contents.  
Here you will find the tutorials for...
  - ✓ [Accessing myBH from off campus.](#) (page 4)
  - ✓ [Forwarding your myBH email to Outlook.](#) (page 33)
  - ✓ [Figuring out your myBH username and password.](#) (page 4)
  - ✓ Plus many more!
- Any time you have technology issues, concerns, or questions, please contact the ITS Help Desk at 309-796-5555 or 1-800-334-1311 ext. 5555, or by email at [5555@bhc.edu](mailto:5555@bhc.edu); should you need their assistance during class time, please dial 5555 from the phone in the classroom or lab. [www.bhc.edu/tech-support](http://www.bhc.edu/tech-support) has the Help Desk hours and offers an alternative way to report a problem via the Web Help Desk Ticketing system.

### Syllabus Resources

**Generic Syllabus-** Secure the “generic syllabus” (approved by the state) for your class:

1. Login to myBlackhawk.
2. Click the “Employees” tab
3. Click “Committee and Departments” in the Intranet channel and enter your user name and password for your network account (the password for your regular computer access).
4. Click “Department Syllabi”
5. Click your department name
6. Click your course identifier (e.g., ENG101) to open the file.

**Recommended BHC Syllabus-** Compare your syllabus to the guidelines approved by the Faculty Senate

1. Go to: [www.bhc.edu/newfaculty](http://www.bhc.edu/newfaculty)
2. Click “Classroom Need-To-Knows” > “Learning Activities” > “... Syllabi Checklist”.

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### \* How do I get my user name and password?

#### Windows/Network account & Outlook E-mail

- Department Chair submits an ITS Account Request Form to the ITS department (Information Technology Services); please provide an off-campus phone number; this process can take 3-5 working days to complete.
- A member of the ITS staff will contact you to help you learn how to login/access these important tools. **NOTE: username and password for Windows/Network and Outlook accounts are the same, but myBH is different!**

#### myBlackHawk

- Upon signing your contract, a myBH account is generated by Human Resources, and a postcard is sent to your home with your myBH login information.
- The first time you login, you will be prompted to change your password and to answer seven security questions (you will need to remember answers, so please make them easy to remember).
- ITS staff will be available at the Fall Adjunct Orientation at the Quad Cities campus to assist you in getting in for the first time.
- We recommend that you forward your myBH email to your BHC Outlook email address. (see below)