Blackboard

My Institution Help Desk in Behind the Blackboard

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Product: All Products

Description: Please review this article for instructions on how to search for and update your institution's Help Desk Support Portal.

Symptoms:

Students can search for your Institution's Help Desk Support Portal by going to <u>https://blackboard.secure.force.com/btbb_publichome</u>. Please use this link to be sure that your Institution is searchable in the University prompt box located under Support:



Welcome. How can we help you?



Beyond the resources available in the Self Service and Community Resources areas of this site, your primary source of support will be your institution's help desk. Please use the search box below to lookup information about your institution's help desk.

University

If your Help Desk is found, verify that the link displayed when clicking on Get Support is valid.

If your Help Desk is missing or invalid, please follow these steps:

1. Log into Behind the Blackboard to update it by hovering over MY ACCOUNT in the upper right corner and choosing My Institution:



2. Click on the View/Update Your Institution Help Desk Information link to review your current information:



3. Click on Update Profile to update your Institution Help Desk link:



MY INSTITUTION HELP DESK

My Institution Help Desk gives you the ability to enter access information for the help desk that your students and instructors should contact for assistance.

To configure/view/edit/delete your my institution help page, Please click on the "Update Profile" button below to modify settings.

Summary: University Name: Blackboard Inc. No of Times the page was retrieved: 40 Last Modified Date: May.18.2018 Last Modified By:

4. Click Save to be sure your changes are saved.



MY INSTITUTION HELP DESK

Please Select the type of profile which you wish to setup. You may choose to enter a link for an existing support page that is publicly accessible or enter the help text into our system directly.

Provide link Provide help text

http://support.blackboard.com Example: (http://www.yourdomain.com)

