



How to set your password to

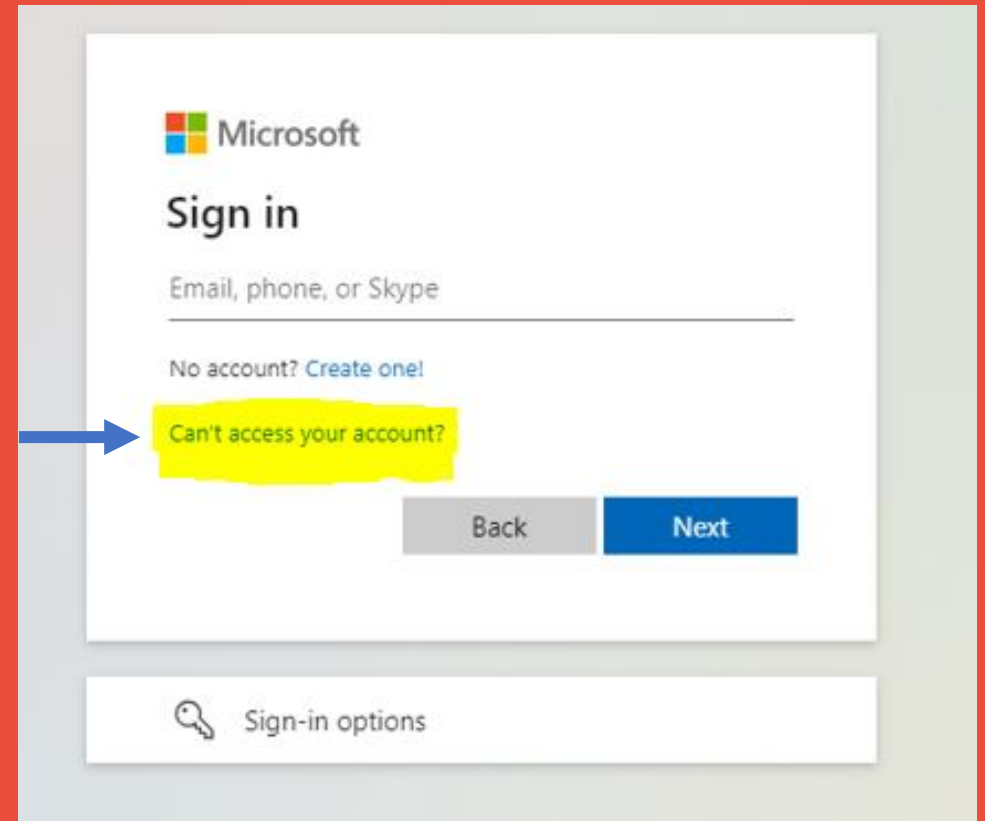
BLACKBOARD

UP International College



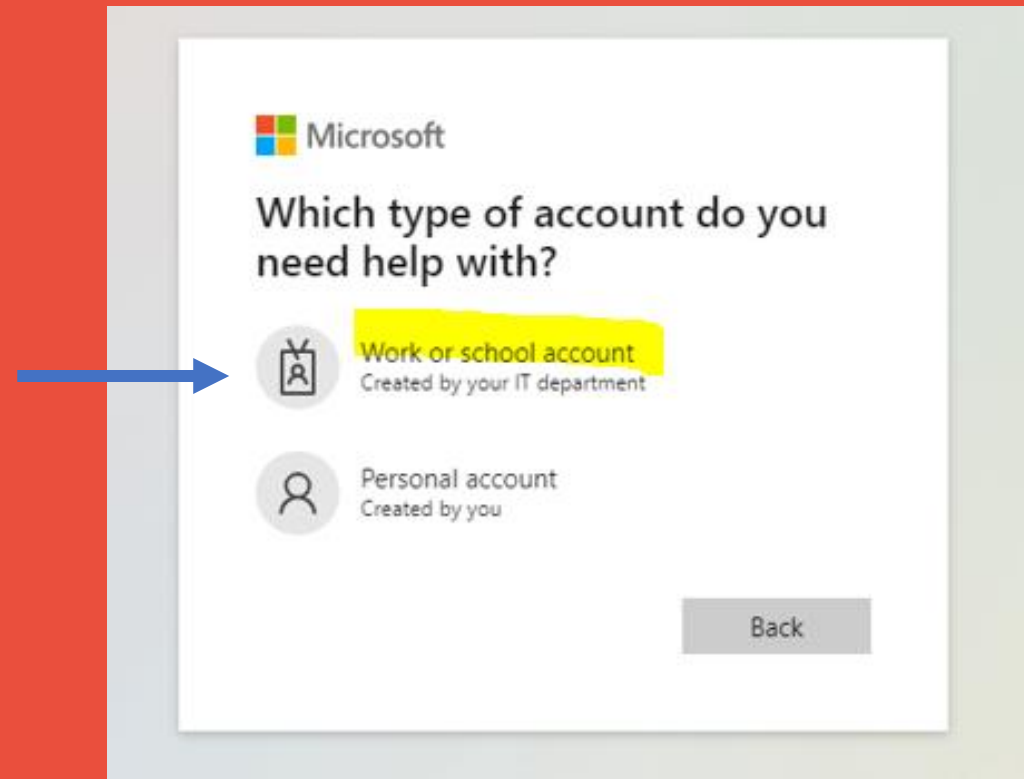
Step 1:

- Use Google Chrome
- **Portal URL: <https://portal.office.com>**
- Click “Can’t access your account” as highlighted



Step 2:

Choose “Work or school account”



Step 3:

Enter your username:
270*****@upstudent.org

Enter the characters in the picture

Click Next

Get back into your account

Who are you?

To recover your account, begin by entering your email or username and the characters in the picture or audio below.

Email or Username: *

Example: user@contoso.onmicrosoft.com or user@contoso.com



Enter the characters in the picture or the words in the audio. *

Next

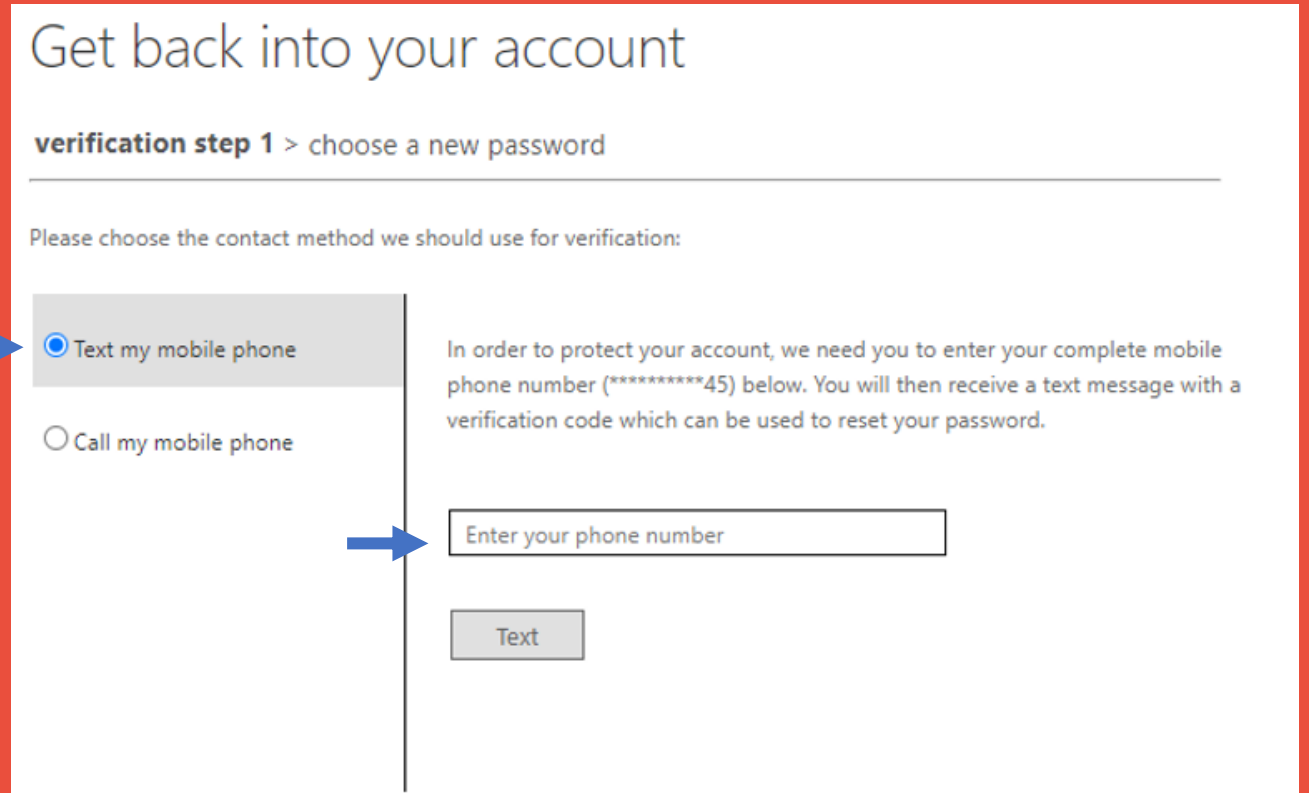
Cancel

Step 4:

Choose “Text my mobile phone”

Enter your Mobile No 00-00000000
(the same number you provided to school)

Click Text



Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Text my mobile phone

Call my mobile phone

In order to protect your account, we need you to enter your complete mobile phone number (*****45) below. You will then receive a text message with a verification code which can be used to reset your password.

Enter your phone number

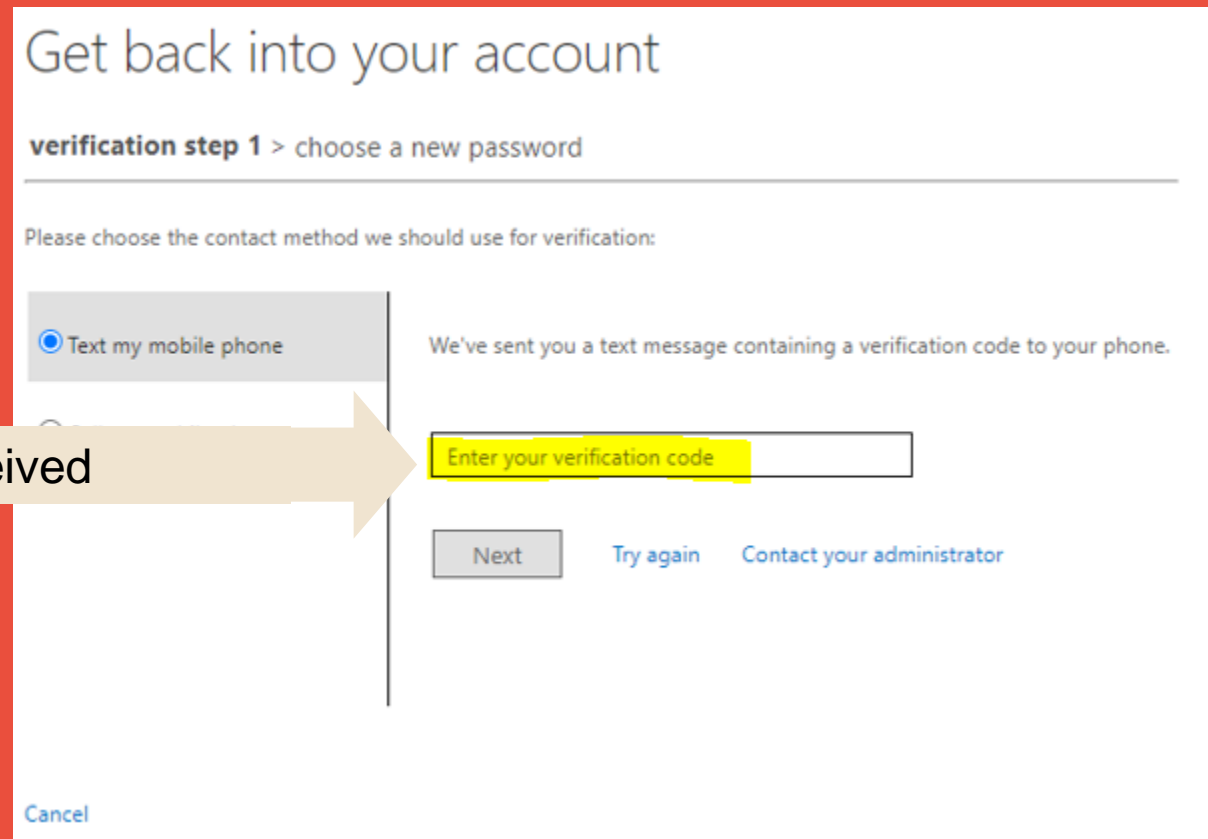
Text

Step 5:

You should receive a Text message on your Mobile Phone with a verification code.

Enter the Code you received

Click Next



Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Text my mobile phone

We've sent you a text message containing a verification code to your phone.

Enter your verification code

Next Try again Contact your administrator

Cancel

Step 6:

You will then need to choose your own password

* your password must be a minimum of 10 characters and contain at least 3 of the following 4 categories - Uppercase characters, Lowercase characters, numbers and Non-alphabetic characters (for example !, \$, #, %)

Remember your password and


you are all good to go! 😊

verification step 1 ✓ > **choose a new password**

* Enter new password:

* Confirm new password:

[Finish](#) [Cancel](#)

UP EDUCATION

Get back into your account

✓ Your password has been reset

To sign in with your new password, [click here](#).

Blackboard homepage address: <https://blackboard.up.education>

Possible issues:

- Don't receive the verification code?
- Still can't login? Or any other issues?



Email your Mobile Phone No again to
studentsupport@up.education
(with your name and ID number)



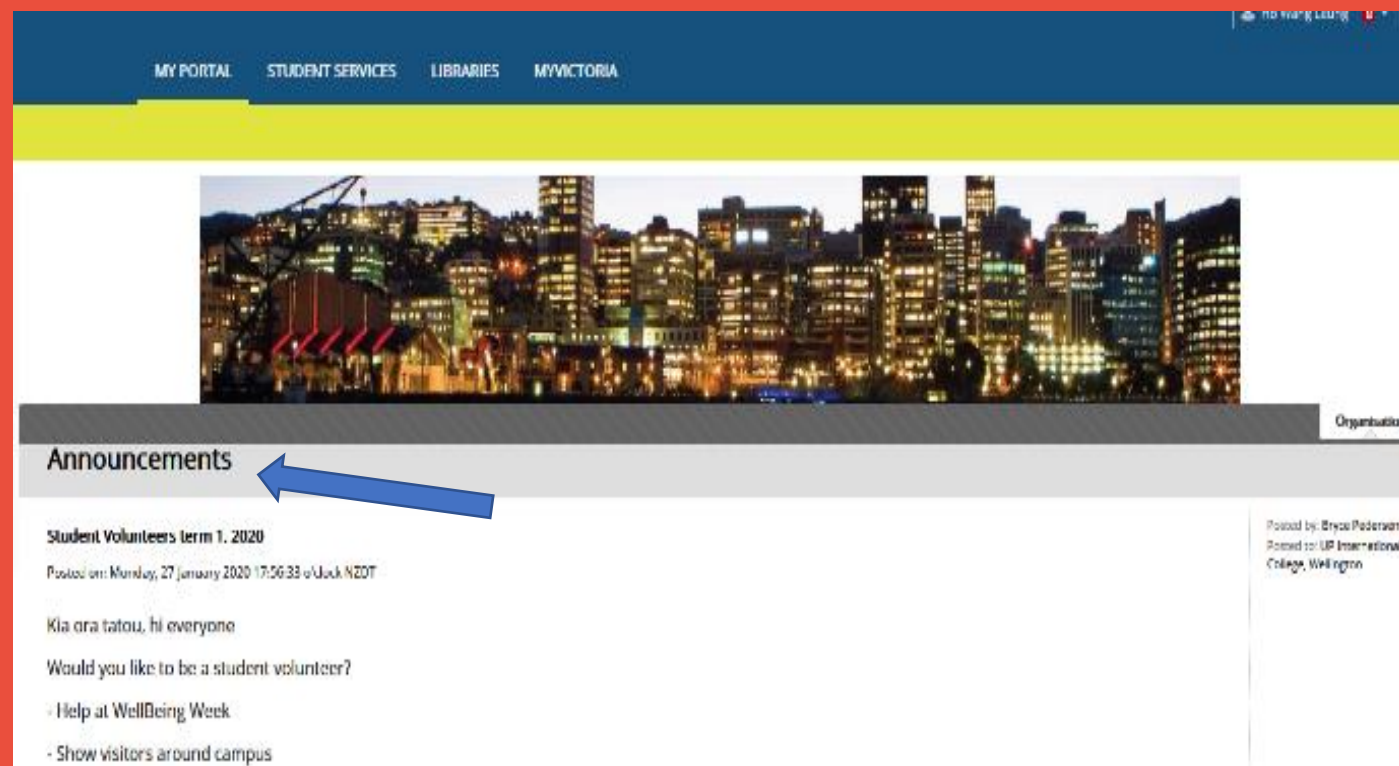
Contact our IT Support Team
<https://itsupport.up.education>

IMPORTANT INFORMATION TO USE

- School Announcements
- School Timetable
- School Attendance/ Student Profile
- Subject Blackboard Courses
- Student Assessment Results
- Academic Reports



Check school announcement at home every day



Black board homepage

Check your course notification or content

Every AUT CFS student should see the following courses:

- AUT CFS Administration
- UP International (345 Queen St)

Click on the course on the top right of your screen

Possible issue and solution:

You can't find your course there or not showing the correct course.

Email your student ID and course details to:
Bryce.Pedersen@up.education

[AUT CFS Accounting 1](#)

[AUT CFS Administration](#)

[AUT CFS Algebra](#)

[AUT CFS Algebra \(Online\)](#)

[AUT CFS Biology - Cell Biology and Energetics](#)

[AUT CFS Biology - Organisms and the Environment](#)

[AUT CFS Calculus](#)

[AUT CFS Culture & Society](#)

[AUT CFS Design](#)

[AUT CFS Design and Art History](#)

[AUT CFS Electricity](#)

[AUT CFS English 1 \(Online\)](#)

[AUT CFS English 2 \(Online\)](#)

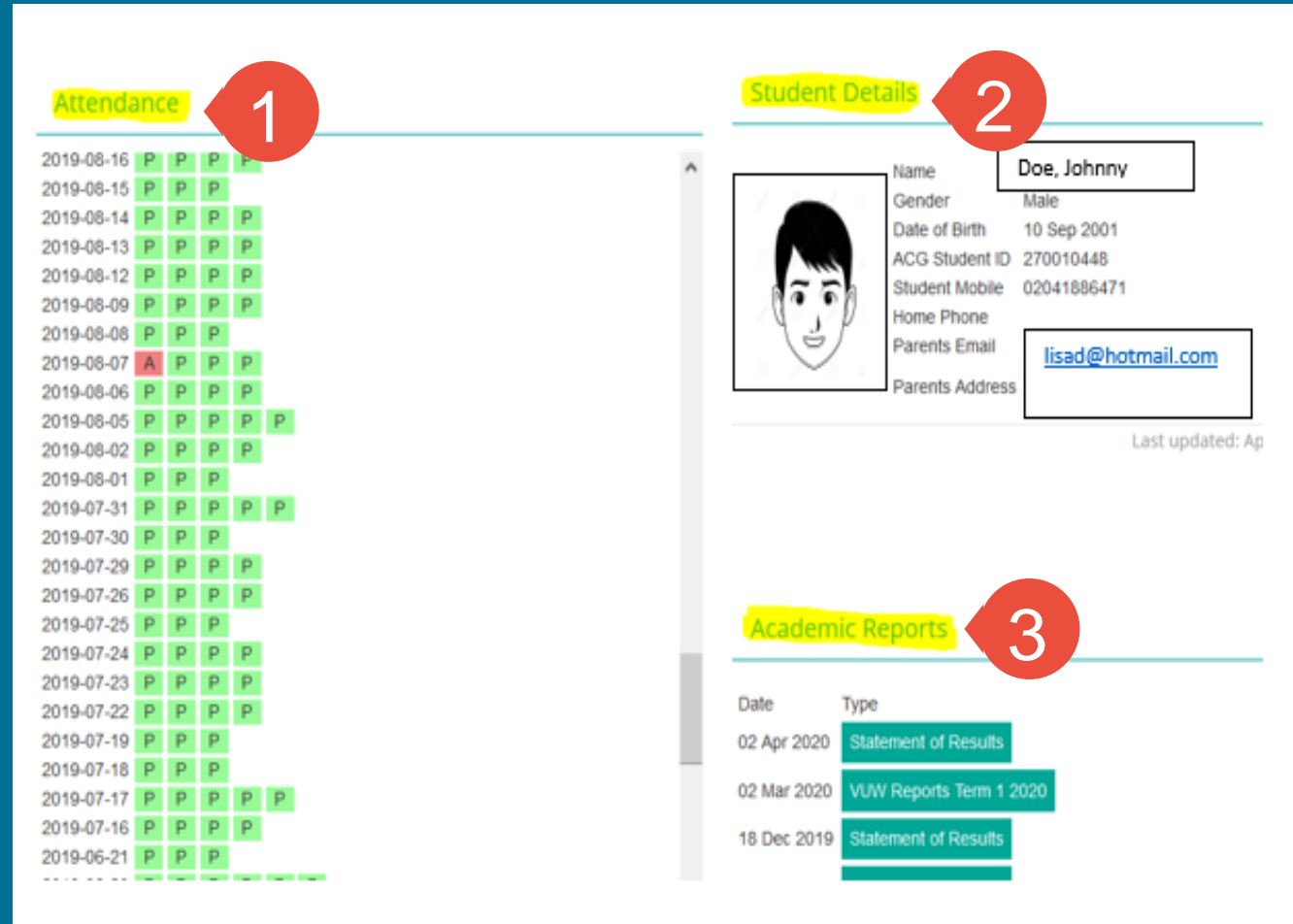
[AUT CFS English One](#)

[AUT CFS English Two](#)

[AUT CFS Government, Markets and Society](#)

ATTENDANCE STUDENT PROFILE ACADEMIC REPORTS

- 1 Attendance this is where you will see your current attendance: P (present) A (absent)
- 2 Student Details this is where you can locate your Student ID
- 3 Academic Report this is where you can locate your school report, your exam results, your academic letters



Attendance 1

| | | | | | |
|------------|---|---|---|---|---|
| 2019-08-16 | P | P | P | P | P |
| 2019-08-15 | P | P | P | | |
| 2019-08-14 | P | P | P | P | |
| 2019-08-13 | P | P | P | P | |
| 2019-08-12 | P | P | P | P | |
| 2019-08-09 | P | P | P | P | |
| 2019-08-08 | P | P | P | | |
| 2019-08-07 | A | P | P | P | |
| 2019-08-06 | P | P | P | P | |
| 2019-08-05 | P | P | P | P | P |
| 2019-08-02 | P | P | P | P | |
| 2019-08-01 | P | P | P | | |
| 2019-07-31 | P | P | P | P | P |
| 2019-07-30 | P | P | P | | |
| 2019-07-29 | P | P | P | P | |
| 2019-07-26 | P | P | P | P | |
| 2019-07-25 | P | P | P | | |
| 2019-07-24 | P | P | P | P | |
| 2019-07-23 | P | P | P | P | |
| 2019-07-22 | P | P | P | P | |
| 2019-07-19 | P | P | P | | |
| 2019-07-18 | P | P | P | | |
| 2019-07-17 | P | P | P | P | P |
| 2019-07-16 | P | P | P | P | |
| 2019-06-21 | P | P | P | | |
| ----- | | | | | |

Student Details 2

Name: Doe, Johnny
 Gender: Male
 Date of Birth: 10 Sep 2001
 ACG Student ID: 270010448
 Student Mobile: 02041886471
 Home Phone:
 Parents Email: lisad@hotmail.com
 Parents Address:

Last updated: Ap

Academic Reports 3

| Date | Type |
|-------------|-------------------------|
| 02 Apr 2020 | Statement of Results |
| 02 Mar 2020 | VUW Reports Term 1 2020 |
| 18 Dec 2019 | Statement of Results |

Assessment Results

Click on 'My Marks' to get a report of all your assessment results.

TOOLS

[Announcements](#)

[Calendar](#)

[My Marks](#)

[Tasks](#)

Blackboard Advice for Students

- Explore your courses. Try everything
- Download materials (eBooks, etc.)
- Do practice assessments (when available)
- Ask questions / Report problems