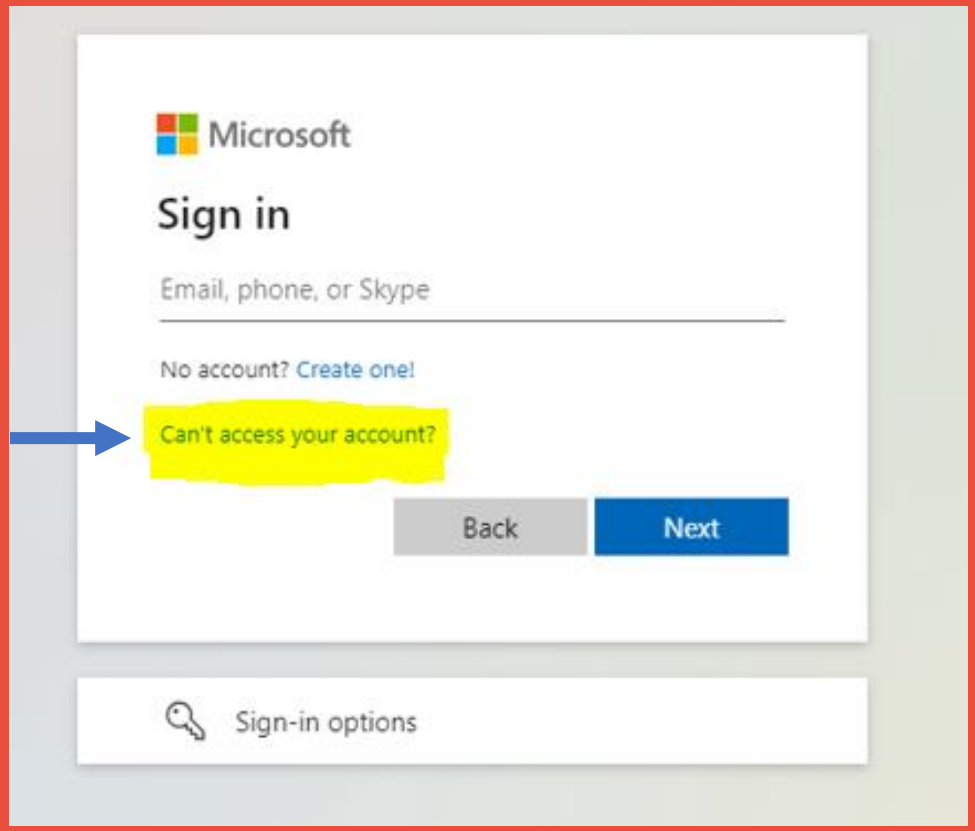
How to set your password to

BLACKBOARD

UP International College

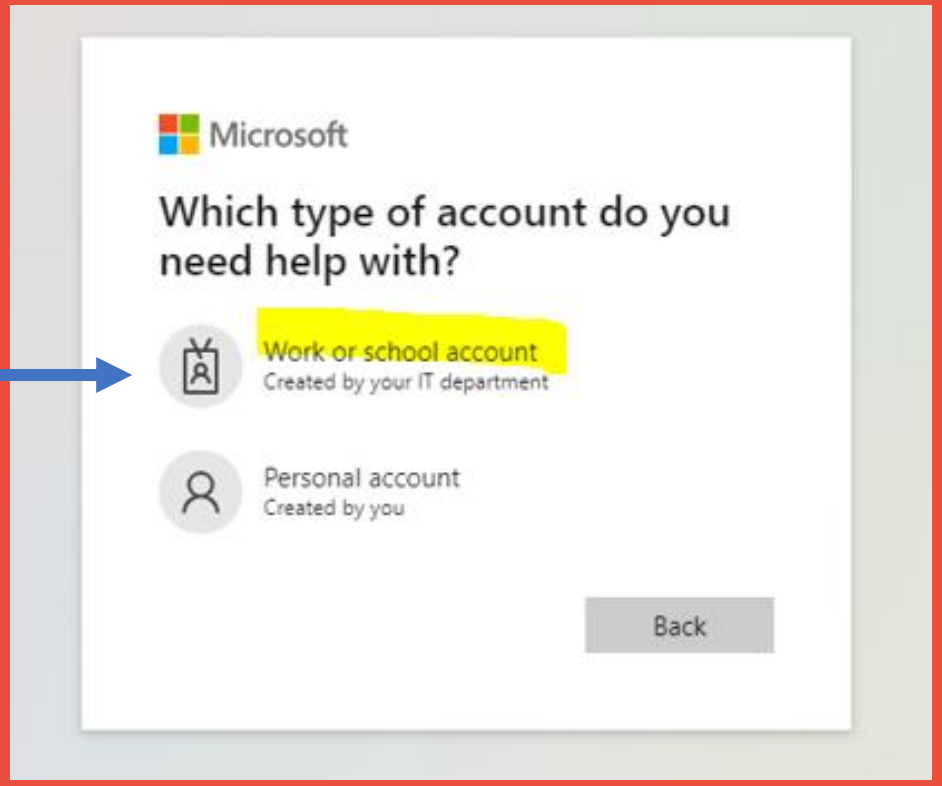
Step 1:

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



Step 2:

Choose “Work or school account”

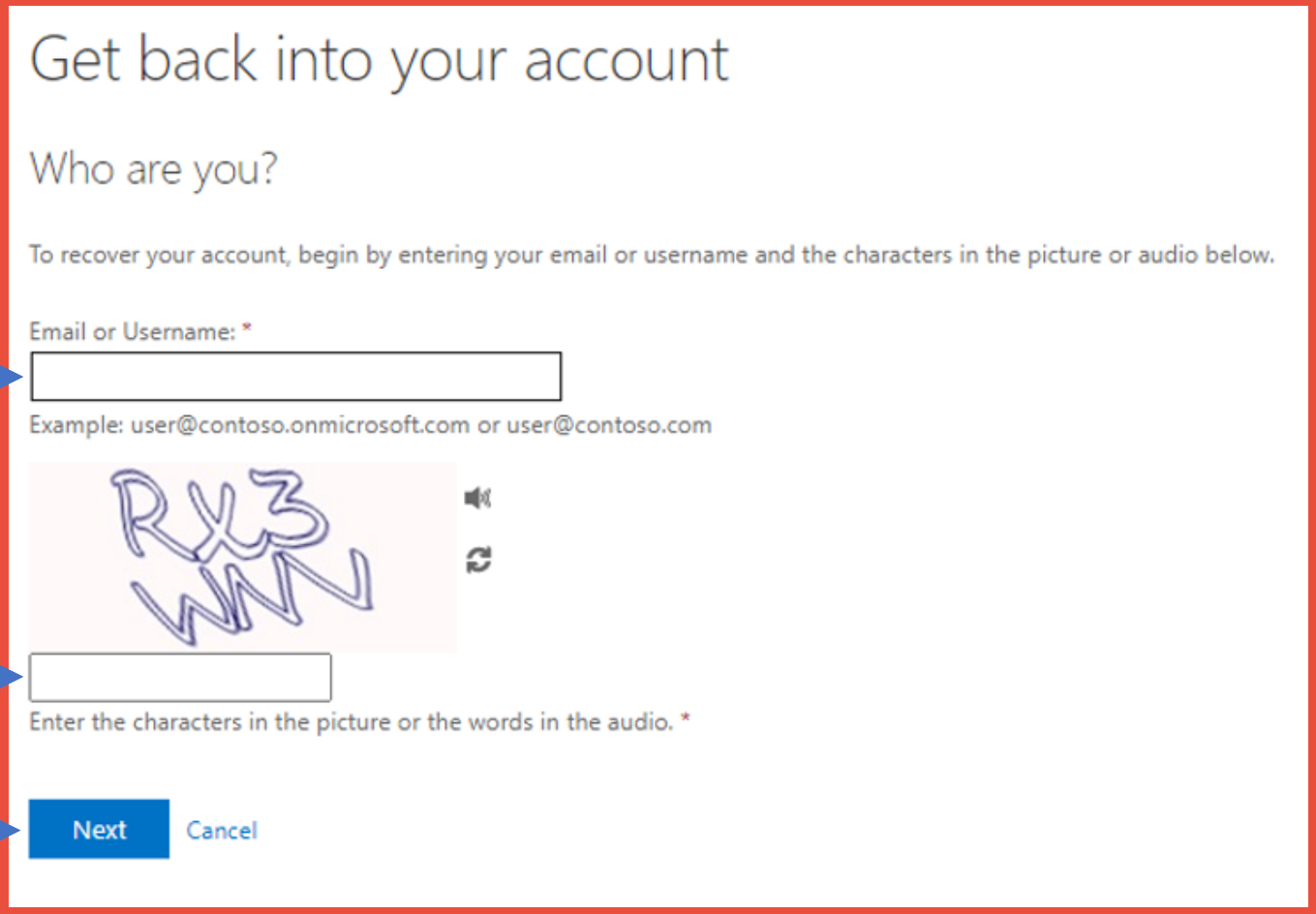


Step 3:

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

Enter the characters in the picture

Click Next

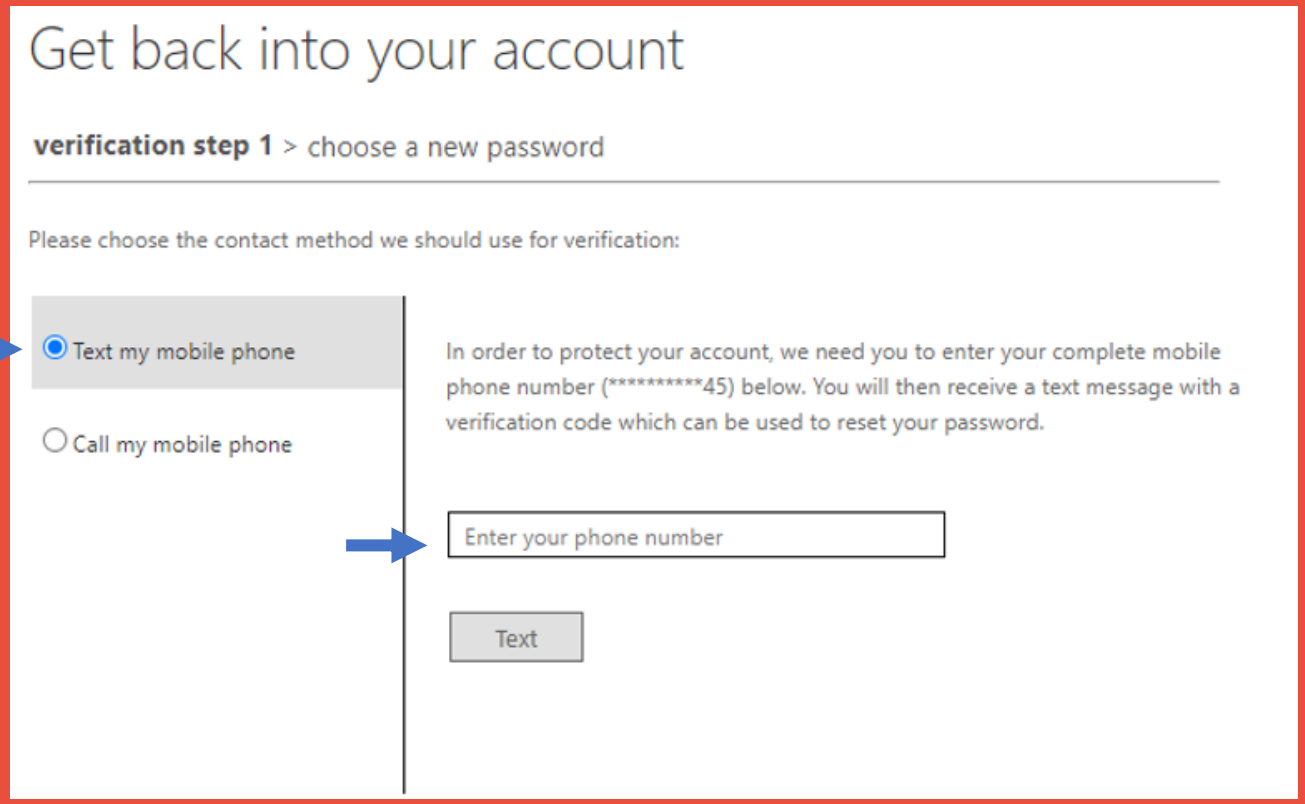


Step 4:

Choose “Text my mobile phone”

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

Click Text

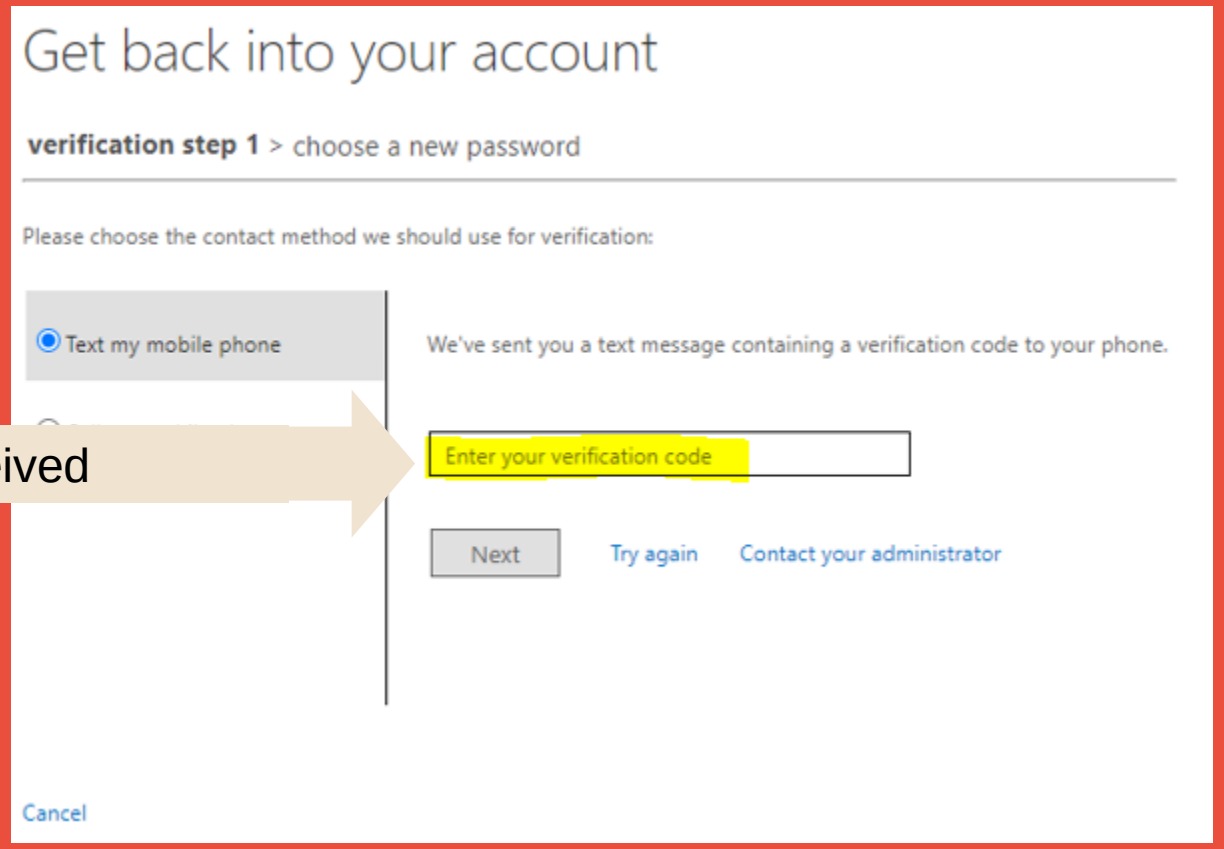


Step 5:

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

Enter the Code you received

Click Next



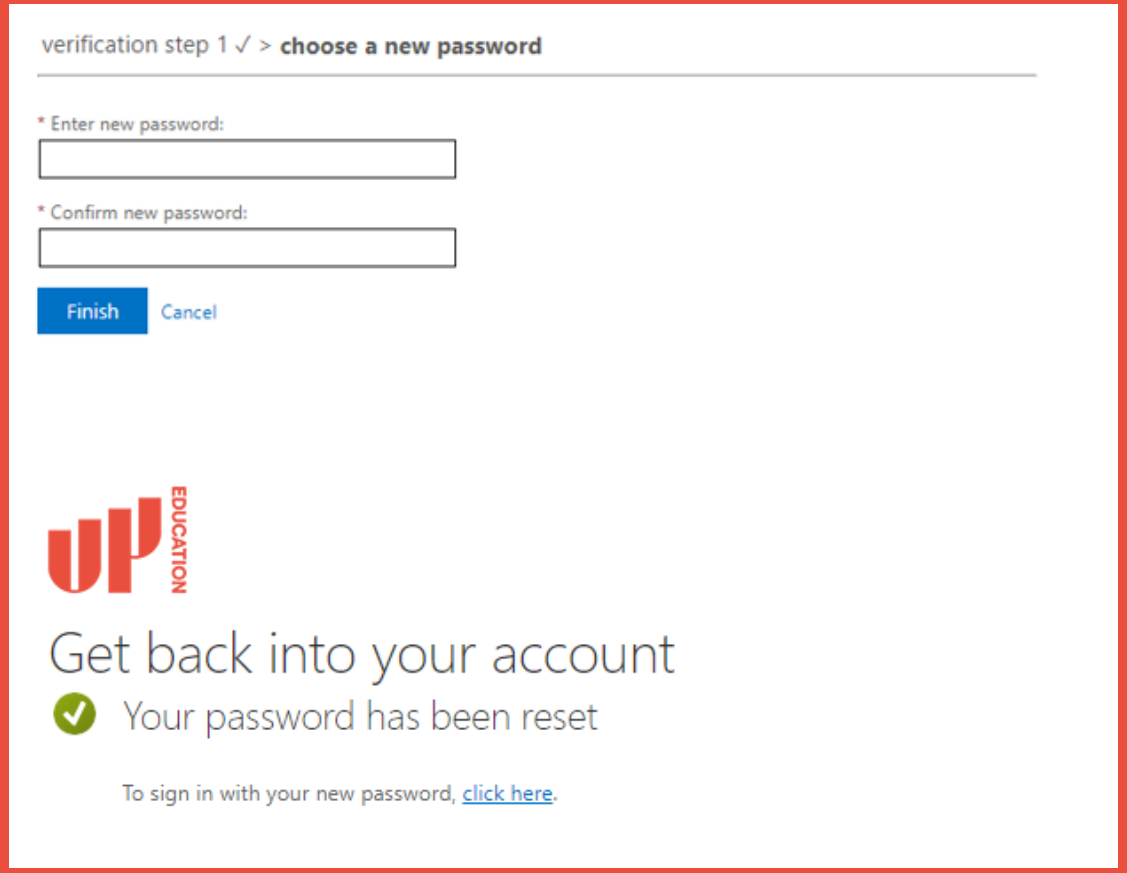
Step 6:

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! ☺



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

Possible issues:

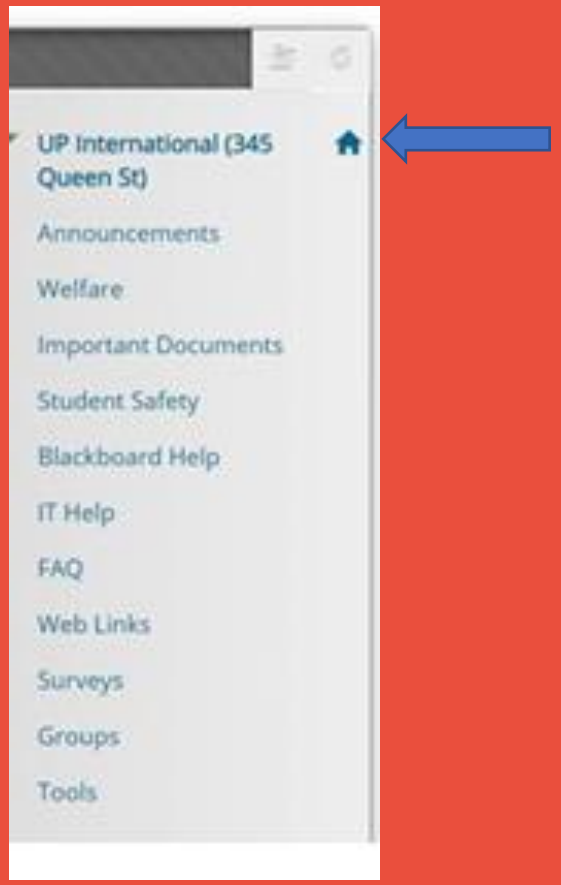
- **Don’t receive the verification code?** → Email your Mobile Phone No again to studentsupport@up.education (with your name and ID number)

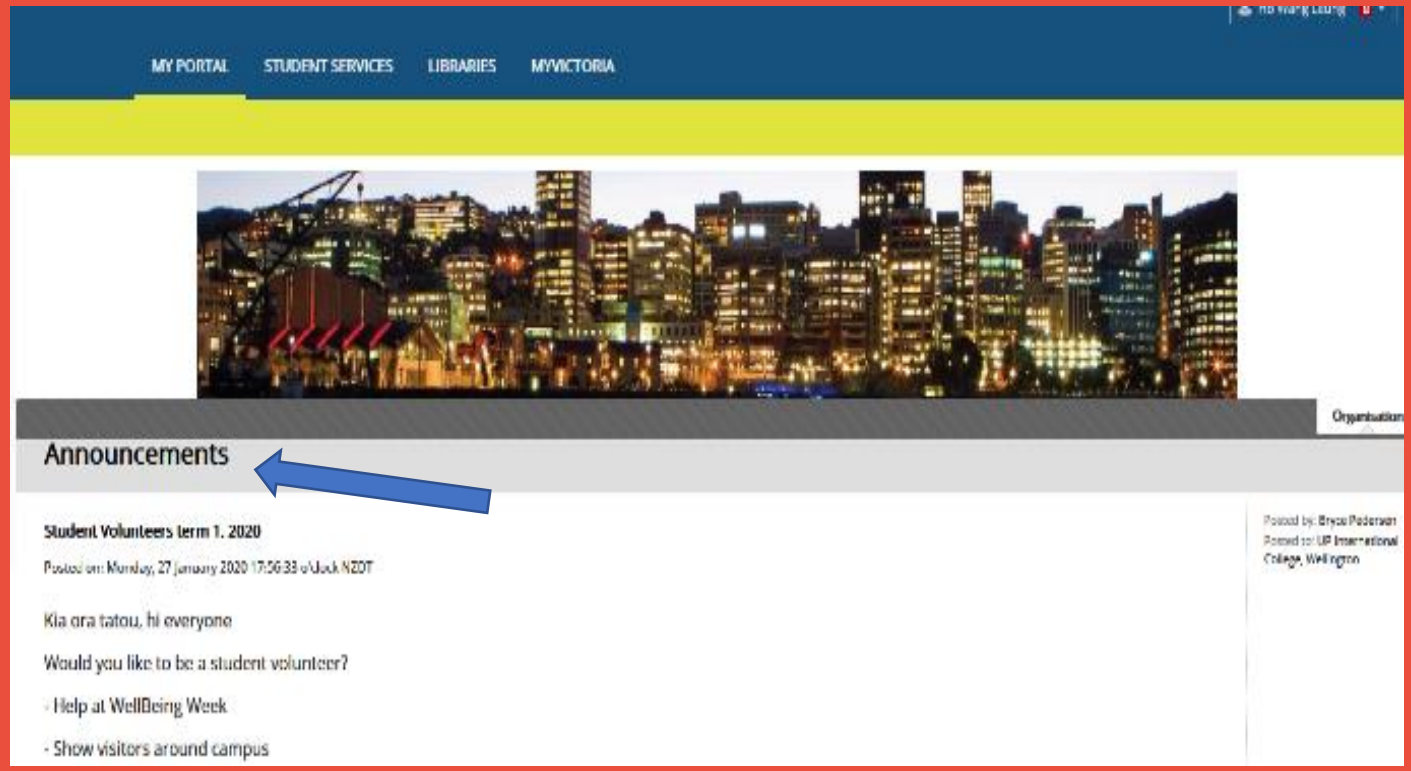
- **Still can’t login? Or any other issues?** → Contact our IT Support Team https://itsupport.up.education

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

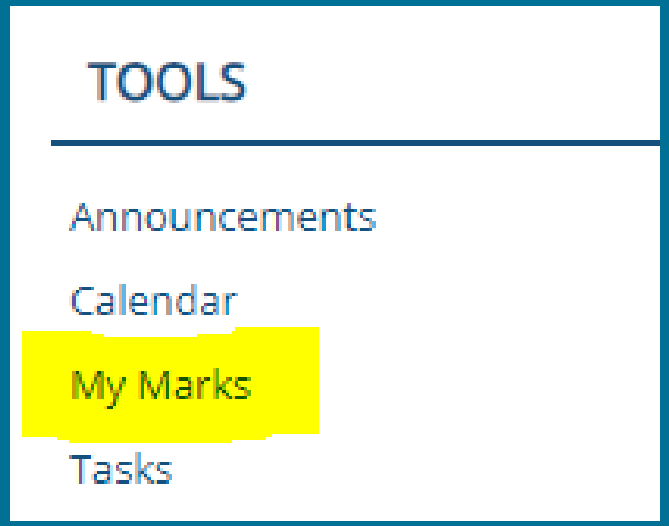




Black board homepage

Assessment Results

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



Blackboard Advice for Students

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