



How to set your password to

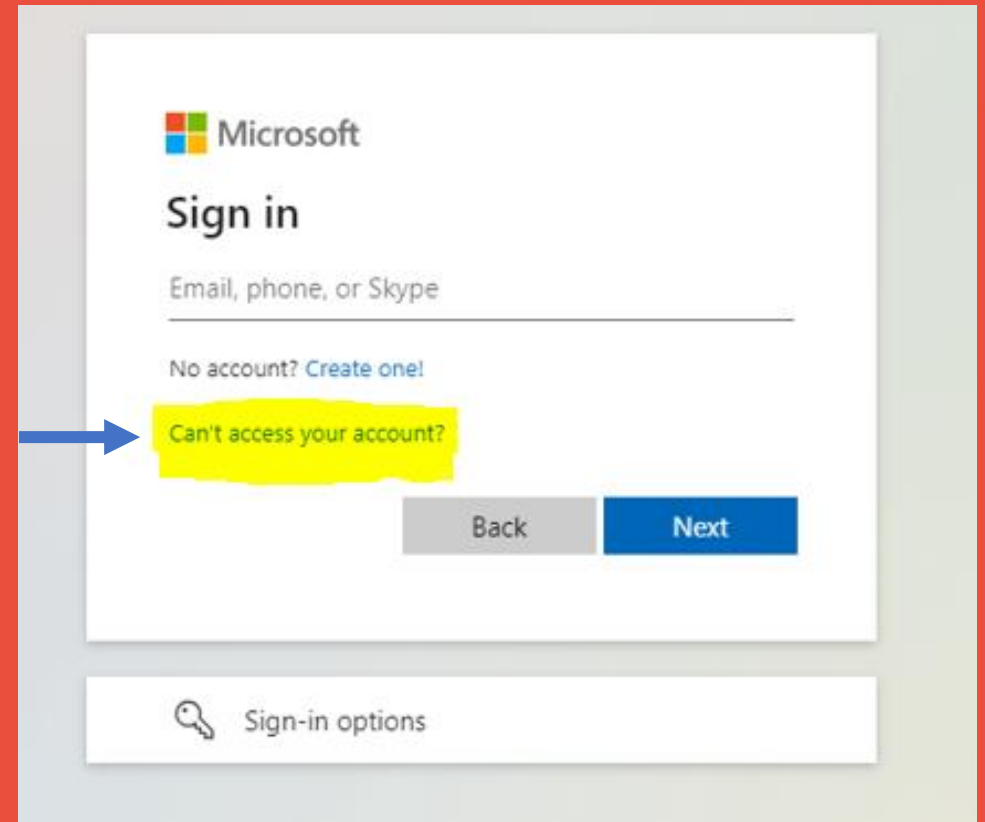
BLACKBOARD

UP International College



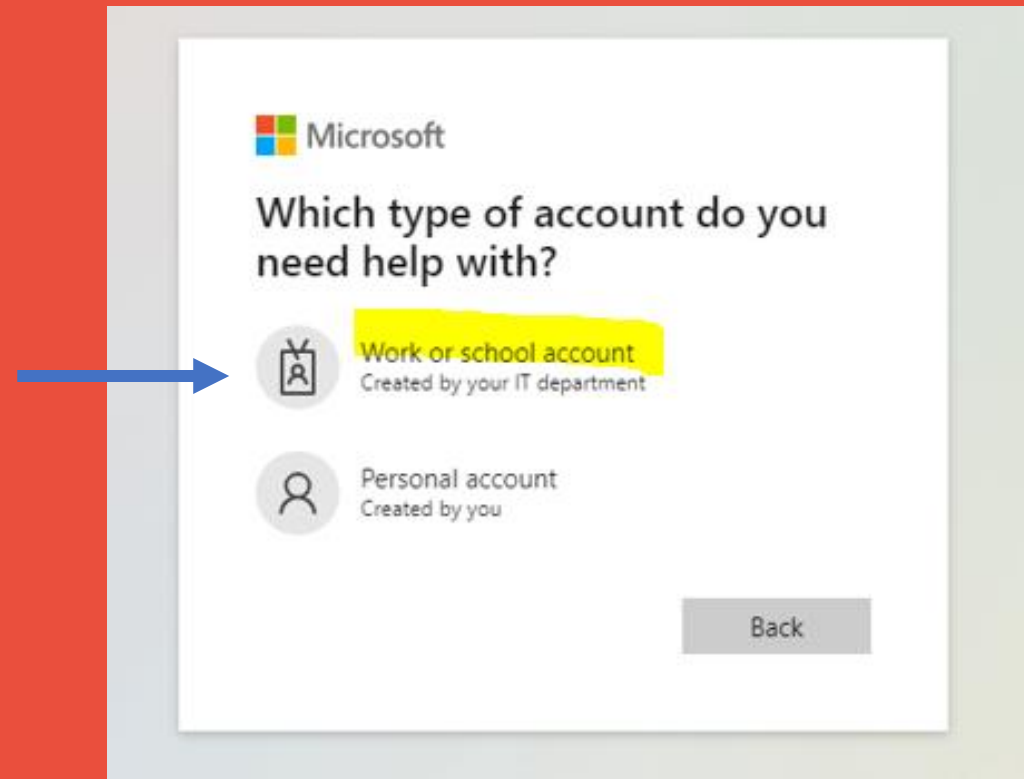
Step 1:

- 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

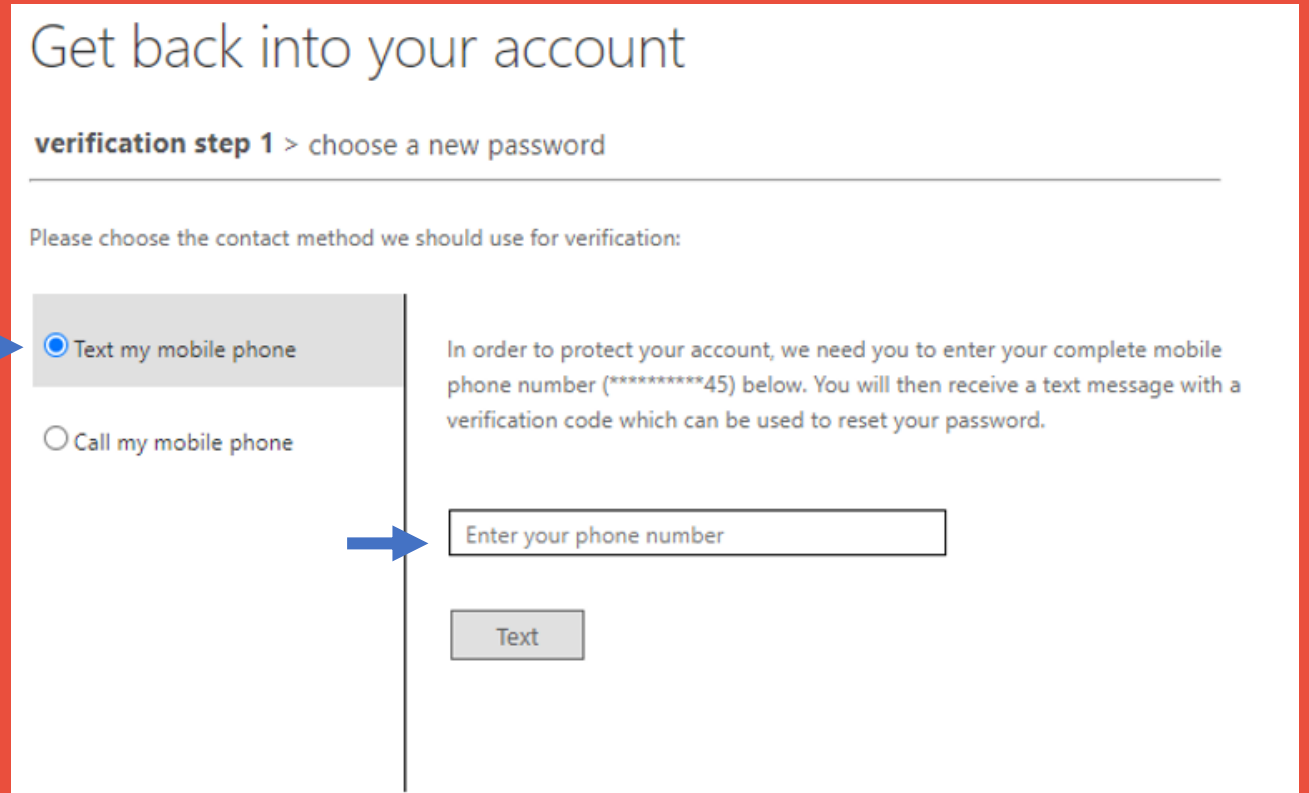
Cancel

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

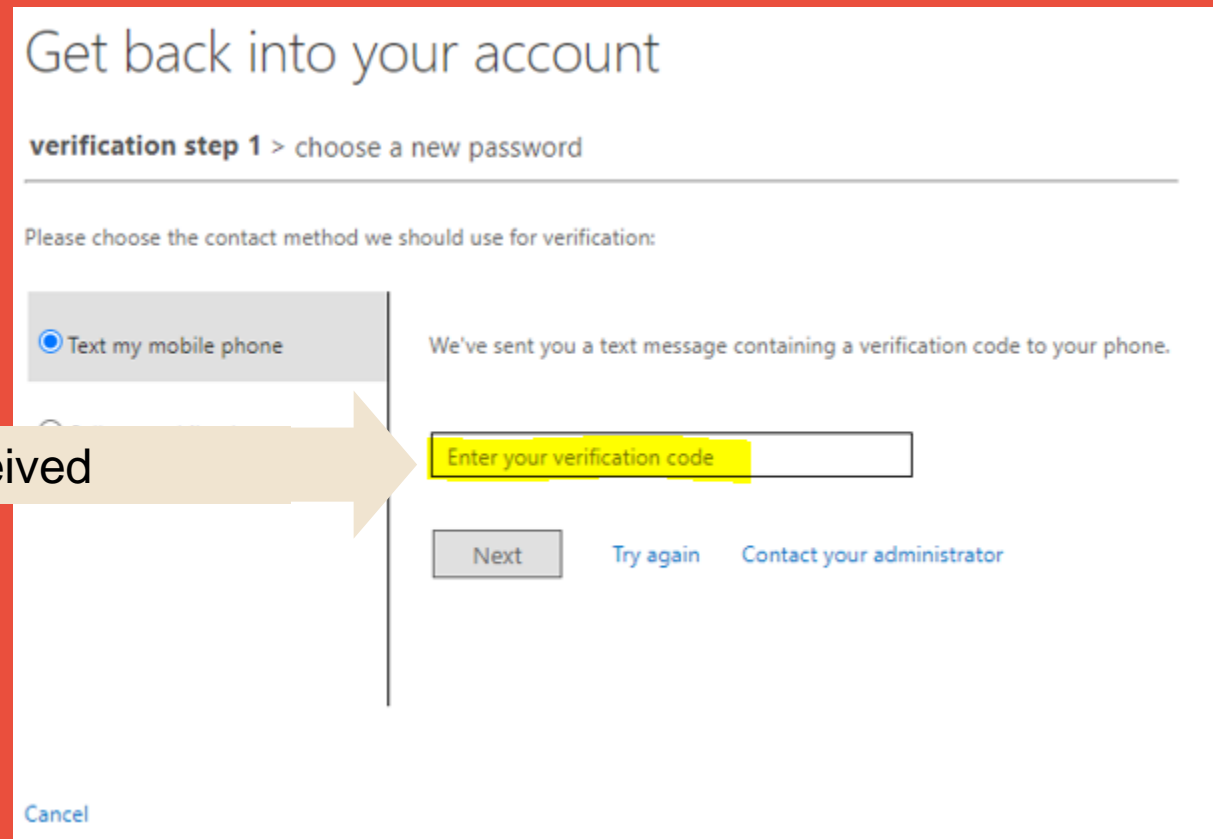
Text

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.

[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)



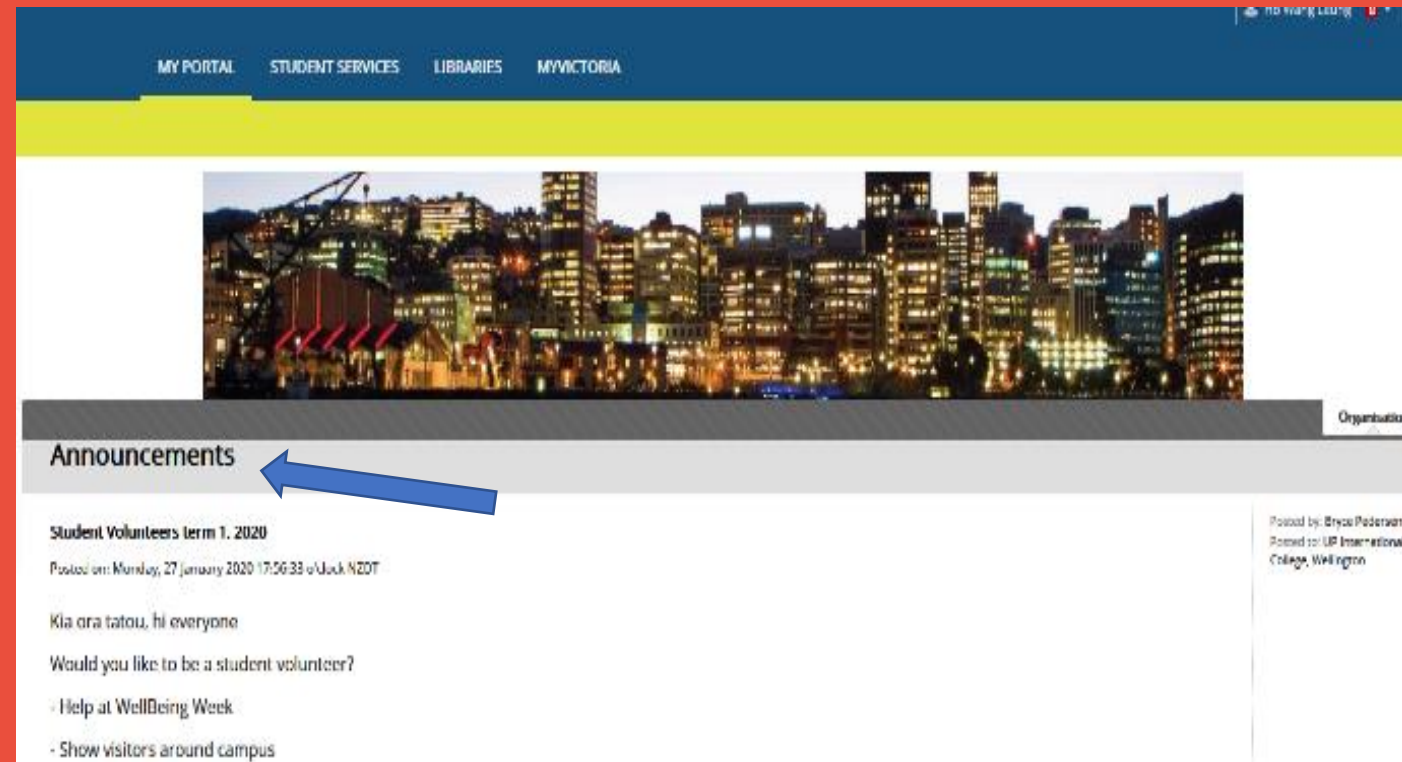
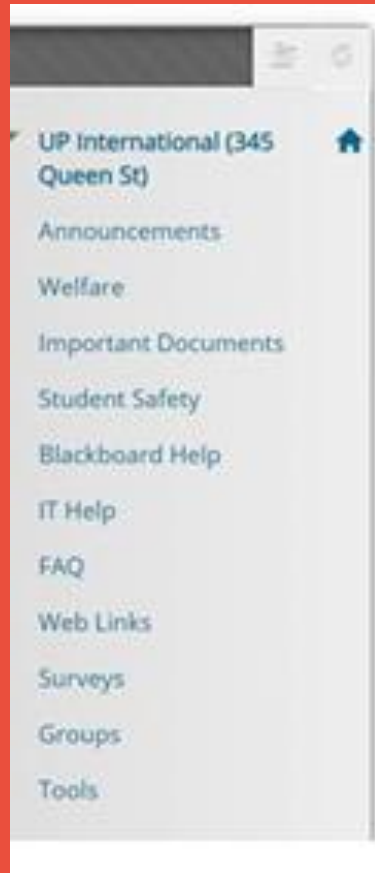
Contact our IT Support Team
<https://itsupport.up.education>

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

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