FORGOT YOUR BLACKBOARD PASSWORD?

Did you know you can retrieve your Blackboard Password by clicking the “Forgot Your Password” link on the main page?

From there, Blackboard will request certain information that will prompt a temporary password be sent to your active Bloomfield e-mail address.

ACCESSING WEBADVISOR

NOTE: Please access WebMail before logging into WebAdvisor.

1) To access WebAdvisor, please visit http://webadvisor.bloomfield.edu.

2) Click “I’m New To WebAdvisor” in the bottom right hand corner of the screen. Click “OK” on the next screen.

3) Enter your Last Name and either your Bloomfield College ID number.

4) Your Username will be displayed to the left and a drop down menu with your Bloomfield email listed to right. Select the Bloomfield Email in the drop down menu and click “Submit”. With WebAdvisor login usernames are the same as the Campus Computers and Blackboard.

5) Open a New Tab and follow steps to log in to Webmail. A new email from WAAdmin will be in your inbox.

6) The email will have a temporary password to log into WebAdvisor. Temporary passwords will be a series of letters and numbers with a period at the end and must be entered exactly as displayed.

7) Copy this temporary password but DO NOT copy the period at the end.

8) Go back to http://webadvisor.bloomfield.edu, and on the top right hand corner, click “Login”.

9) Enter the username and paste the password in the password field and Click Submit. The system will prompt a password change of your choice.

BLOOMFIELD COLLEGE

THE OFFICE OF INFORMATION TECHNOLOGY
185 Liberty Street
HELPDESK@bloomfield.edu
Tel: (973) 748 9000 Ext: 1224
Fax: (973) 748 3682

HELP DESK HOURS

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ID CENTER HOURS

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The BC Pass can be taken off-hours by special appointment ONLY!

Please give 24 hours notice.
To make an appointment, please call of email Help Desk.
HELPDESK@BLOOMFIELD.EDU
PRINT RELEASE STATION NOW AVAILABLE IN LIBRARY ROOM 108!

The Office of Information Technology is happy to announce the addition of a Print Release Station in Library Room 108, allowing users to print, copy, and scan in black & white or color!

A valid Bloomfield College ID (BC PASS) card and a PaperCut account is required for access.

Registered students have automatic access; Faculty and staff who wish to take advantage of this multifunctional device, please contact the Help Desk at HelpDesk@bloomfield.edu for more information.
The BCPass card is the College’s official means of identification, enabling students, faculty and staff to access essential services and facilities on campus, including dining halls, libraries, events, recreation centers, campus building access and more. BCPass card is an official ID card and will also be accepted by Bloomfield College to verify your identity when conducting personal business with the College such as the Bursar, Financial Aid, Health Services and other departments where personal and confidential information will be exchanged. The BCPass is also used for monetary transactions for BC Flex, BC Bucks, and BC Books.

Bloomfield College has a responsibility to protect the identity of its students, faculty and staff and must ensure that personal information is not shared unless appropriate identification is provided. As an Institution Bloomfield College is bound by FERPA (Family Educational Rights Privacy Act) regulations that are intended to protect the privacy of the students’ education records and Federal HIPAA (Health Insurance Portability and accountability Act) regulations that are intended to protect the privacy of health records. Therefore, the identification verification process required prior to issuance of the BCPass ID card requires official forms of identification as outlined in this policy.

We know that protecting your identity is important to you and it is important to Bloomfield College too. Thank you for participating with us in protecting your identity.

Students, Faculty and Staff Obtaining a BCPass ID Card for the first time MUST show One (1) piece of Government Issued Photo ID such as:

- United States issued driver’s license
- Passport (any country)
- Alien Registration Card
- State ID
- Military ID
- Non-Driver ID
(http://www.state.nj.us/mvc/Licenses/NonDriverID.htm)

The BC Pass can also be taken off-hours by special appointment.

We ask that requests be submitted within 24 hours notice.

To make an appointment, please call or email us at HELPDESK@bloomfield.edu

Replacement ID for Students, Faculty and Staff (i.e. damaged, lost, stolen) require the following ID:

Receipt from Bursar’s Office showing $10 payment for the cost of the replacement BCPass ID Card and one (1) piece of government issued photo ID such as those indicated above.

-or-

Receipt from Bursar’s Office showing $10 payment for the cost of the replacement BCPass ID Card and two (2) pieces of ID from the following list:

- High School ID, Employer ID or other college ID
- Bloomfield College bill addressed to home
- Credit Card
- ATM Card
- Official birth certificate
- Official marriage license
- Official social security card
- Bank Statement or record
- Health or Dental Insurance Card or Prescription Card
BC BUCKS VS BC FLEX

Though BC Bucks and BC Flex are accessed by your BC Pass Card & presentation of the BC Pass Card is required to access Schweitzer Cafeteria for all meals, only resident students have a BC Flex account. BC Flex allows resident students to purchase food at the Liberty Street Pizza & Grill ONLY.

BC Bucks is a pre-paid spending account offering a safe and convenient way for all students and staff to make purchases on and around campus. The card is designed to eliminate the need to carry cash.

Students, faculty, and staff must register the BC Pass and add value to their BC Bucks account before using it for purchases. The value in BC Bucks rolls over from semester to semester and from year to year. This feature is open to anyone with a valid and active BC Pass card.

To Register the BC Pass Card:
https://bcpass.campuscardcenter.com/ch/login.html

For more information, Please visit:
http://www.bloomfield.edu/student-life/bcpass/faq
Faculty and Staff...

Need Help Backing Up Computer Data?
The Office of Information Technology can HELP!

For more information, please contact the Help Desk!  
HELPDESK@bloomfield.edu