WATSON’S SUMMER FYI

FORGOTTEN 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 Social Security Number or Student ID number.

4) Your Username will be displayed to the left and a drop down menu with your Bloomfield email listed to the right. Select the Bloomfield Email in the drop down menu and click "Submit". Hint: 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 WA Admin 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 the 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.

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 our Help Desk.
HELPDESK@BLOOMFIELD.EDU
PRINT RELEASE STATION NOW AVAILABLE IN THE LIBRARY!

The Office of Information Technology is happy to announce the addition of a Print Release Station in the Library, 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 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 BC Pass 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 BC Pass 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
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