



International College

Kāreti ki te Ao

How to set your password to

BLACKBOARD

UoA International College

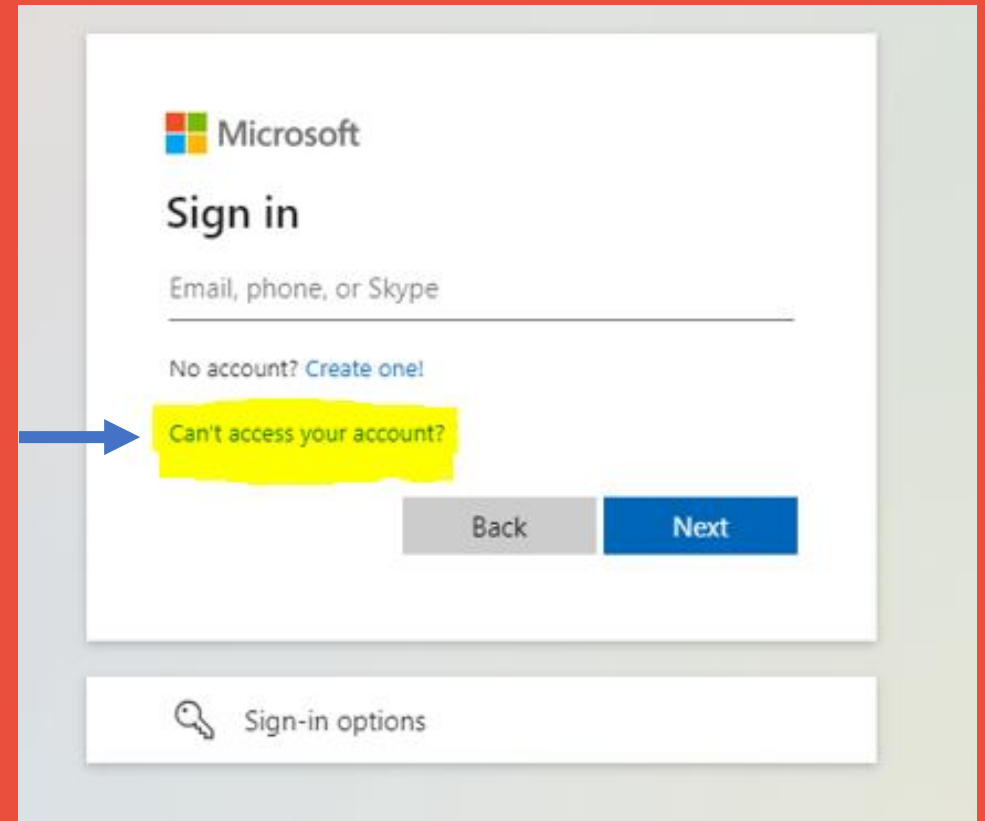




International College
Kāreti ki te Ao

Step 1:

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



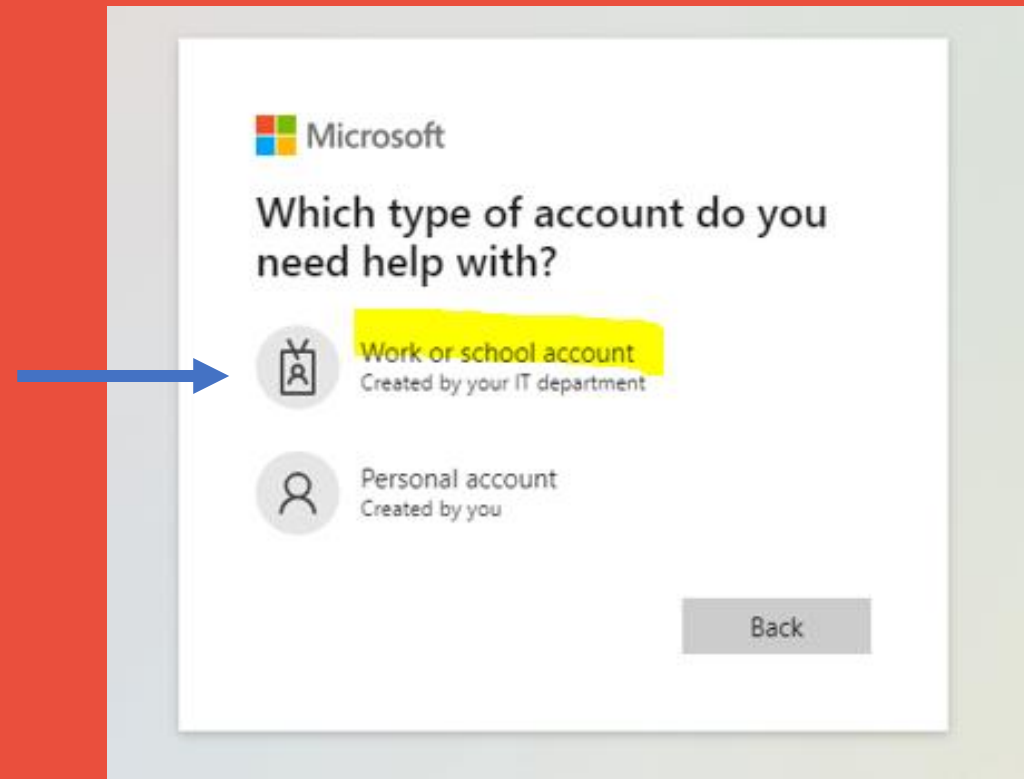


International College

Kāreti ki te Ao

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



International College

Kāreti ki te Ao

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](#)



International College

Kāreti ki te Ao

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](#).



International College

Kāreti ki te Ao

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>

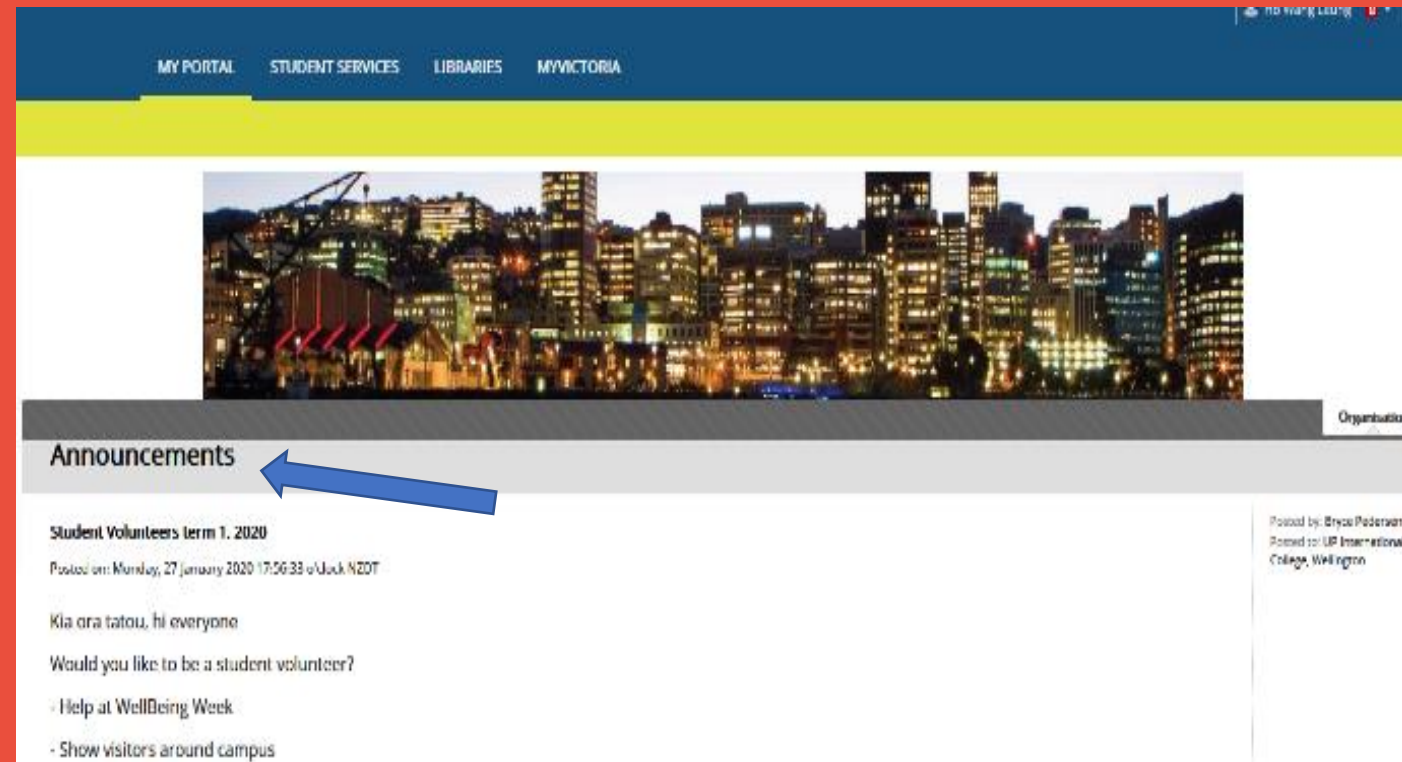


THE UNIVERSITY OF
AUCKLAND
NEW ZEALAND

International College

Kāreti ki te Ao

Check school announcement at home every day



Black board homepage



International College
Kāreti ki te Ao

Check your course notification or content

Every UoA CFS student should see the following courses:

- UoA 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:
julian.latimer@up.education

Online Orientation

UoA CFS Accounting

UoA CFS Administration

UoA CFS Biology

UoA CFS Calculus

UoA CFS Chemistry

UoA CFS Design

UoA CFS EAP 1 Fast Track

UoA CFS EAP1 (Jan)

UoA CFS EAP 1 (July)

UoA CFS EAP 2

UoA CFS Economics

UoA CFS Geography



International College

Kāreti ki te Ao

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

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

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

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



International College

Kāreti ki te Ao

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**