Student Access to Triton’s Portal & Blackboard

Step # 1

You will need to get a Triton Student ID card from the Welcome Center in Building B. ID’s are typically available for printing for first time students approximately 2 weeks before the start of the term. If you register within this timeframe plan on stopping into the Welcome Center two days after you have been registered at the earliest since it takes 48 hours for the system to update your record in order for you to do this.

Step # 2

During registration, you should have been handed a printed out copy of your class schedule for the semester. This contains important information regarding the dates/times/location of your courses as well as your Triton student email address, your Colleague ID number, and whether or not you have your Social Security Number attached to your account.

*You will need to have this information available in order to login into the Portal and Blackboard Systems.

Step # 3

Go to www.triton.edu and click on Quick Links in the top right hand corner. Next, in the drop down menu select My Triton Portal.
Step # 4

After clicking on the **My Triton Portal** link on the home page, you will be brought to the log in screen for the Portal. Your **username** will be your **triton student email address** which you will be able to find on the **class schedule** given to you at registration. Your **Password** will be formatted as follows:

**First letter of your first name + first three letters of your last name + birth date in a six digit month, day, year format**

For example: John Smith’s birthday is on July 1, 1990, so his password would appear as jsmi070190

Username: ___________________________________   Password: ____________________

*If you are experiencing login issues, you may need to reset your password. Scroll down further on the page and click on Look up Account/Reset Password to manual reset your password or find your login information. You may also contact our Help Desk at 708-456-0300 ext. 3527 for additional assistance with your Portal account and Blackboard.*
Step # 5

Once you’ve successfully logged into your student portal account you will be taken to your Portal home screen.
The right side of the home screen provides quick links as well as access to WebAdvisor for Students which you can use to look up your account information and grades.

Step # 6

To access Blackboard and information regarding your Dual Credit course, you will need to go to the top left corner of the Portal home page and click on Blackboard under the Academic Resources tab.
Step # 7

From here you will login with your Student ID Number which is located on your Student ID Card you received from the Welcome Center in Building B. Since we do not require Social Security Numbers to be provided with your application, your password should be the last 4 digits of your Colleague ID Number which you can find on your class schedule.

Once logged in you will be able to access online copies of your course’s syllabus, grading information, access online assignments and discussions, as well as communicate with your instructor and fellow classmates.

FAQ’s:

- I have enrolled in a course but the course link is not listed in My Blackboard. When will the link be available?
  - Course links in Blackboard become visible the day the course is scheduled to begin. If your course link is still not visible on or after the day the course has begun, please check the Online Course Listing to confirm your course will be taught in the Blackboard system. After confirming your course is scheduled in Blackboard and the course start date, please; submit a question for help if you do not see your course link listed in My Blackboard.

- How long are my Blackboard course(s) available to me?
  - Blackboard course links become visible the day the course is scheduled to begin and will remain available until two weeks after the course's scheduled end date.

- I enrolled after the course started. When will I see my course link in Blackboard?
  - After officially registering for a course that has already begun, you will be able to access the Blackboard course link on the next day after 8:30 a.m.