



How to set your password to

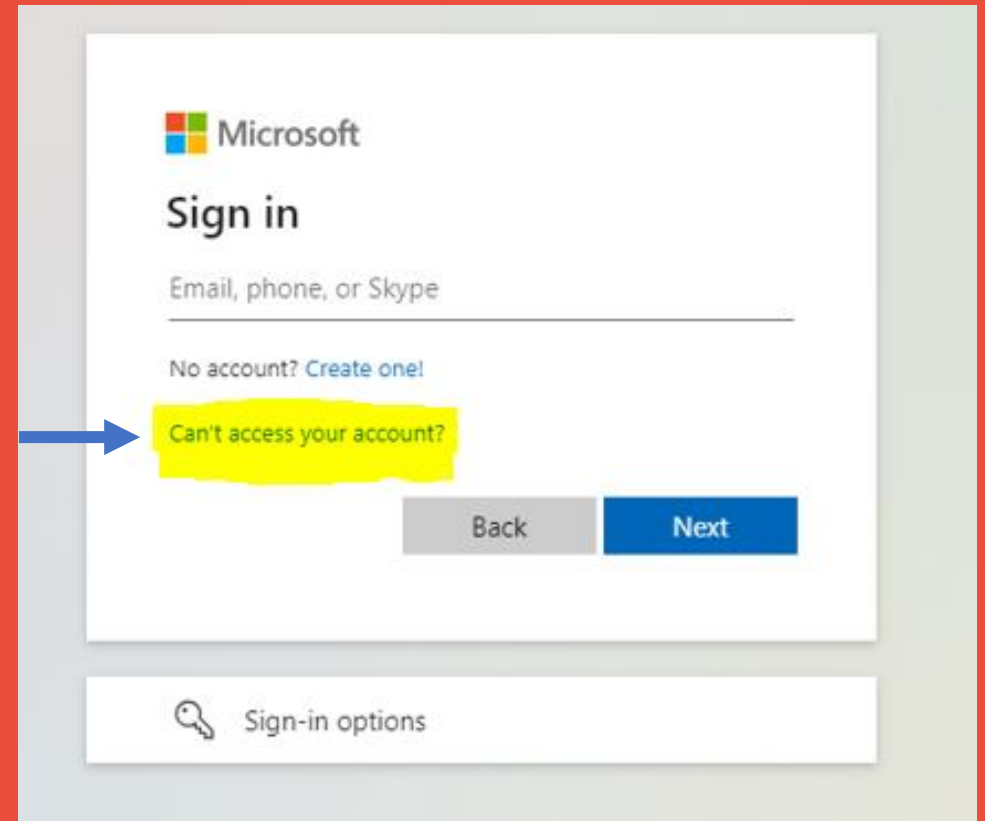
BLACKBOARD

UP International College



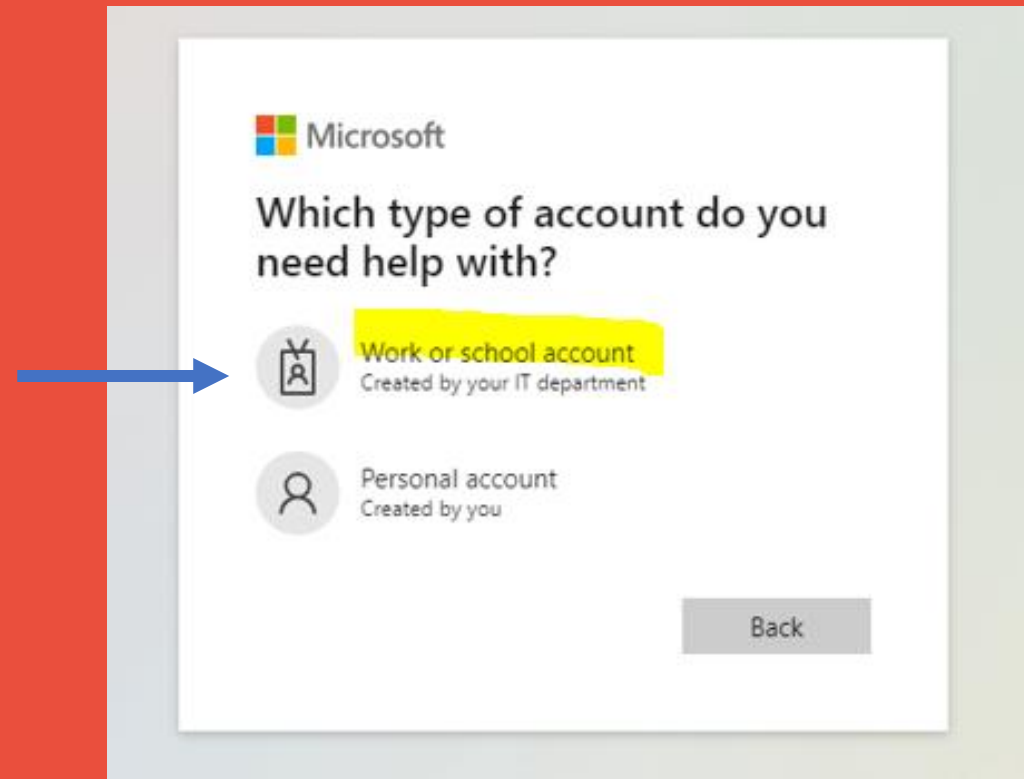
Step 1:

- 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

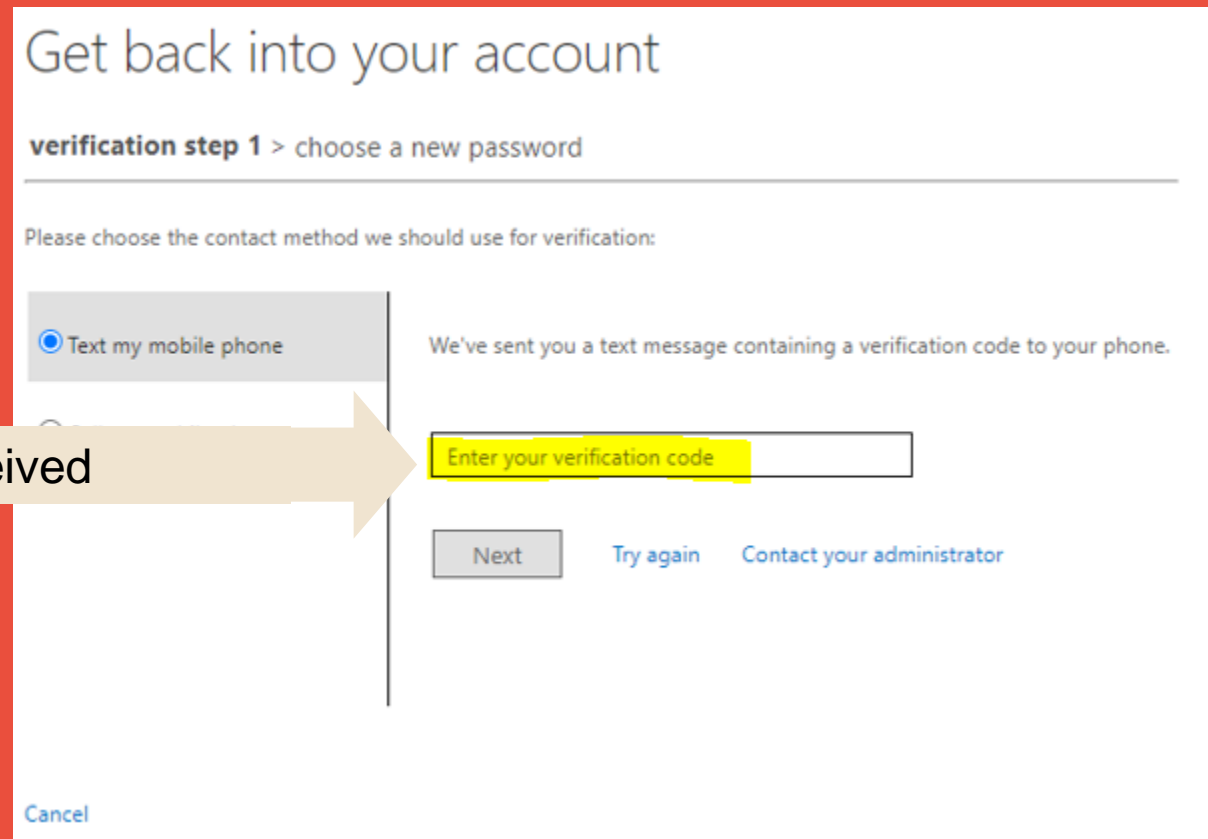
In order to protect your account, we need you to enter your complete mobile phone number (*****45) below. You will then receive a text message with a verification code which can be used to reset your password.

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)



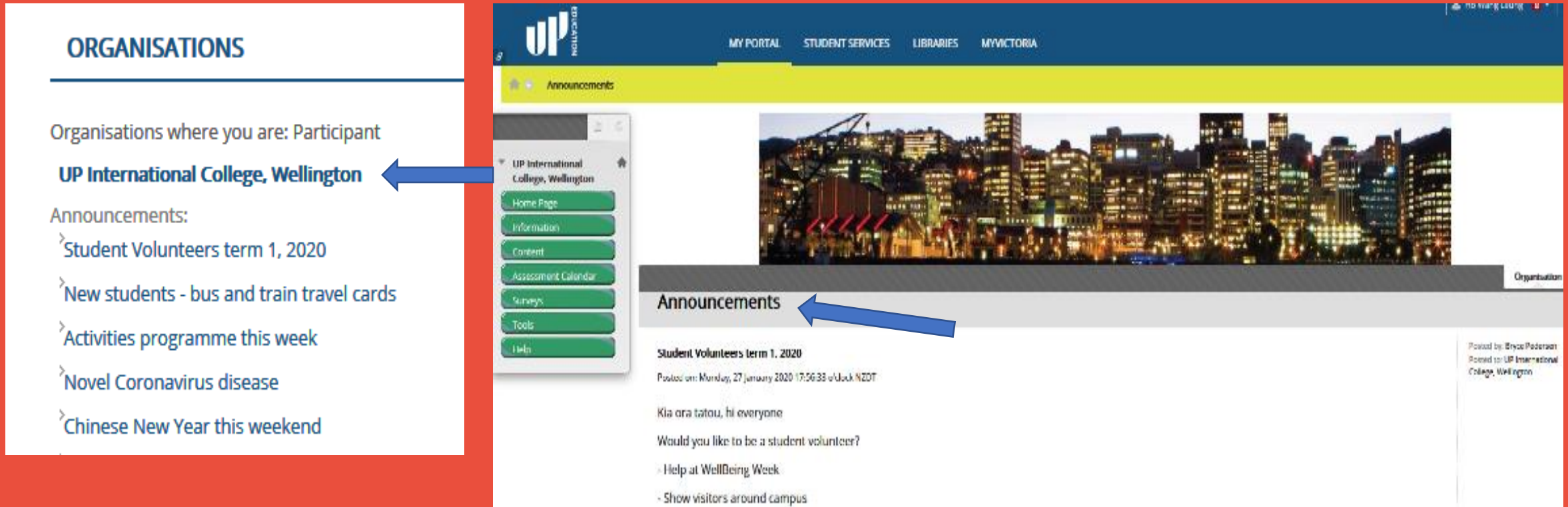
Contact our IT Support Team
<https://itsupport.up.education>

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



The image shows a screenshot of the Blackboard homepage for UP International College, Wellington. The page is divided into several sections:

- ORGANISATIONS**: A header section with a horizontal line.
- Organisations where you are: Participant**: A list of organisations, with **UP International College, Wellington** highlighted by a blue arrow.
- Announcements:**: A list of announcements, including:
 - > Student Volunteers term 1, 2020
 - > New students - bus and train travel cards
 - > Activities programme this week
 - > Novel Coronavirus disease
 - > Chinese New Year this weekend

The main content area of the Blackboard homepage is also shown, featuring a navigation menu with options like **MY PORTAL**, **STUDENT SERVICES**, **LIBRARIES**, and **MYVICTORIA**. Below the navigation menu is a banner image of a city skyline at night. The **Announcements** section is highlighted with a blue arrow, showing a post titled **Student Volunteers term 1, 2020** posted on Monday, 27 January 2020 at 17:56:38 o'clock NZDT. The post content includes a greeting in Māori, a question about volunteering, and links for help and campus tours.

Black board homepage

Check your course notification or content

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:
Bryce.Pedersen@up.education

Courses where you are: Instructor

Biology

Environmental Science 1

Environmental Science 2

Media Studies 1

Physics - Electromagnetism and Atomic Physics

Physics- Mechanical Systems and Wave Systems

VUW FSP Calculus

VUW FSP Economics for Business

VUW FSP English for Tertiary Study Part 1

VUW FSP English for Tertiary Study Part 2 A

VUW FSP English for Tertiary Study Part 2 B

VUW FSP Introduction to Accounting

VUW FSP Introductory Mathematics

VUW FSP Macroeconomics

VUW FSP Microeconomics

VUW FSP NZ Culture and Society

VUW FSP Statistics

VUW Marketing Design and Strategy

VUW Study Skills

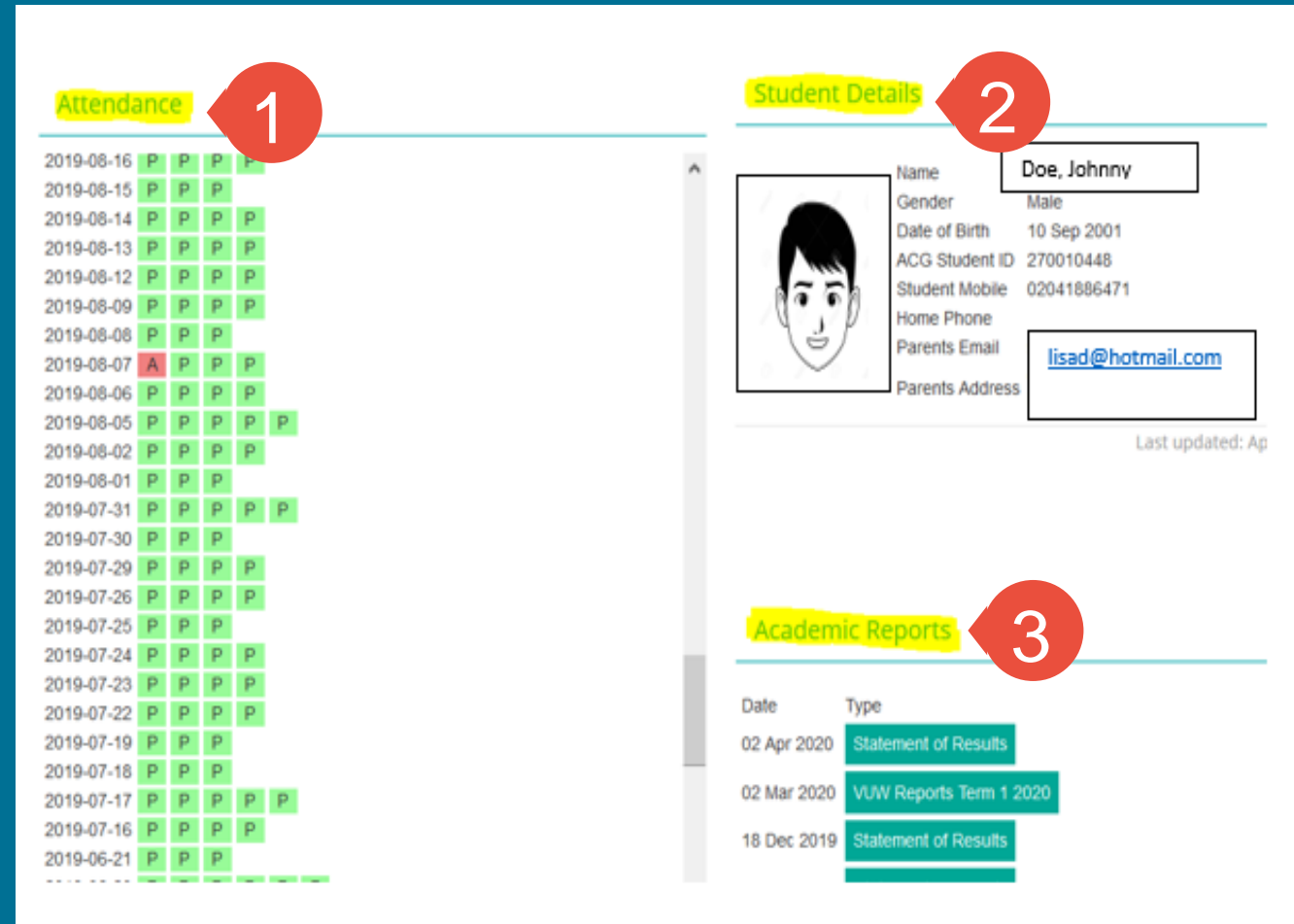
VUW Tourism 1

VUW Tourism 2

Courses where you are: Student

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 1

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 2

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 3

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

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