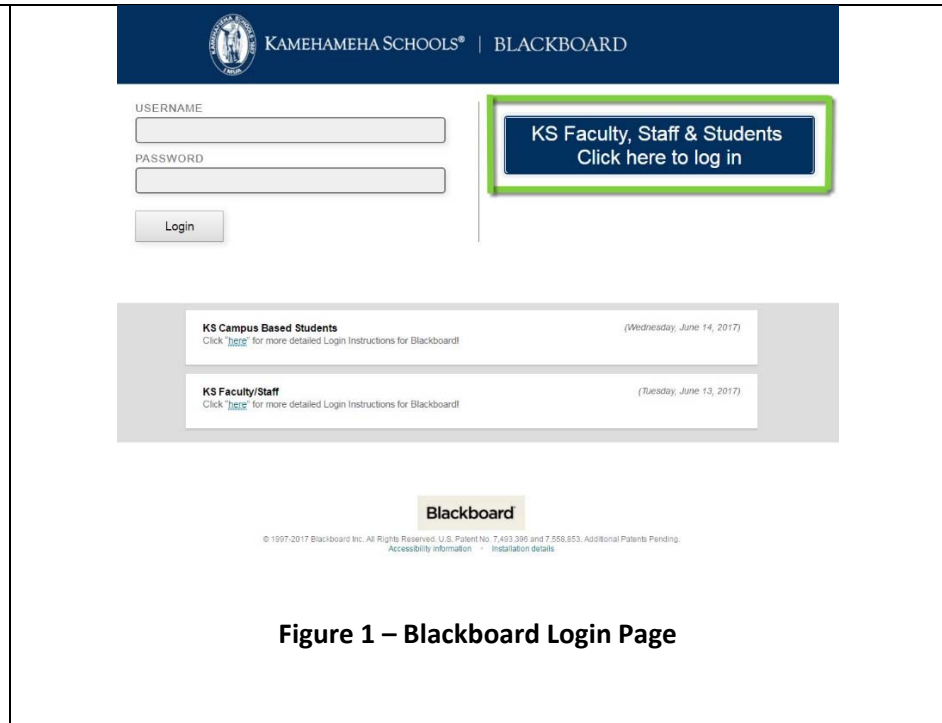


### KS Faculty, Staff, and KS Temp Staff Login Instructions

1. Browse to <https://ks.blackboard.com>
  - a. (Browsing to [bb.ksbe.edu](https://bb.ksbe.edu), [blackboard.ksbe.edu](https://blackboard.ksbe.edu), or [training.ksbe.edu](https://training.ksbe.edu) will display a message and new URL link, after a short time it will redirect to the new URL)
2. Login:
  - a. **Those with a KS email address click button on the right-hand side to automatically login** (See step 3 if not automatically logged in). **This includes KS Faculty & Staff, KS Temp Staff & current campus-based KS Students.**
  - b. **All others** (Parents, former campus-based Kamehameha students, community users, temp staff without KS email accounts, etc...) – login via the left-hand side and click the “Login” button.



**Figure 1 – Blackboard Login Page**

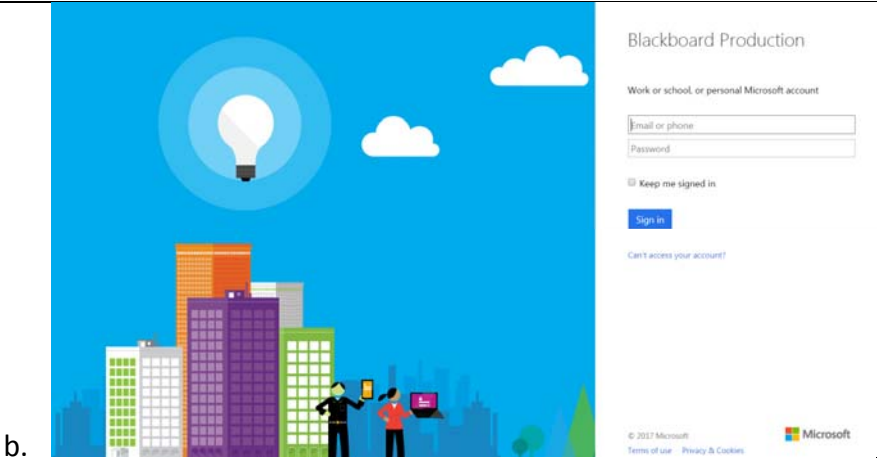
3. Additional login prompts:
  - a. If a screen appears with your KS Email Account listed, click your account (you will then be logged into Blackboard Learn Cloud). **If you are not automatically logged into Blackboard, see item c below.**



**Figure 2 - Blackboard Production Account Selection Page**

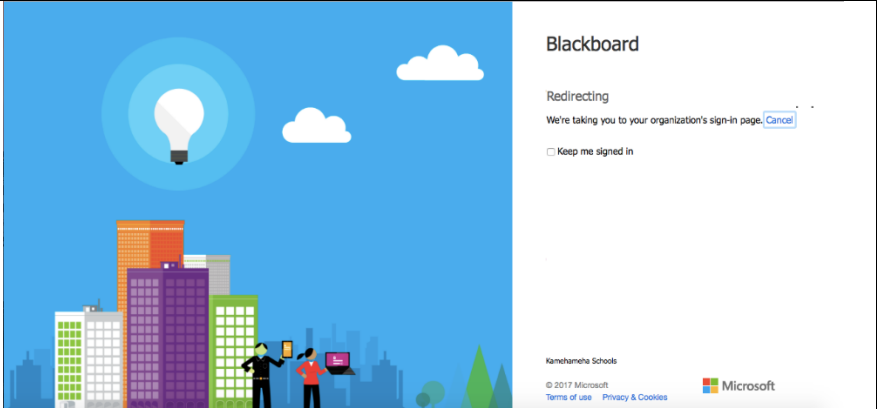
**KS Faculty, Staff, and KS Temp Staff Login Instructions**

b. If you are prompted to login with your Work or school account type your KS Email Address and then press the 'Enter' key (or the 'Tab' key) on your keyboard.



b. **Figure 3 – Work or School Account Input Page**

The page will change to inform you that it's redirecting. You will be prompted to login – **see item c. below.**

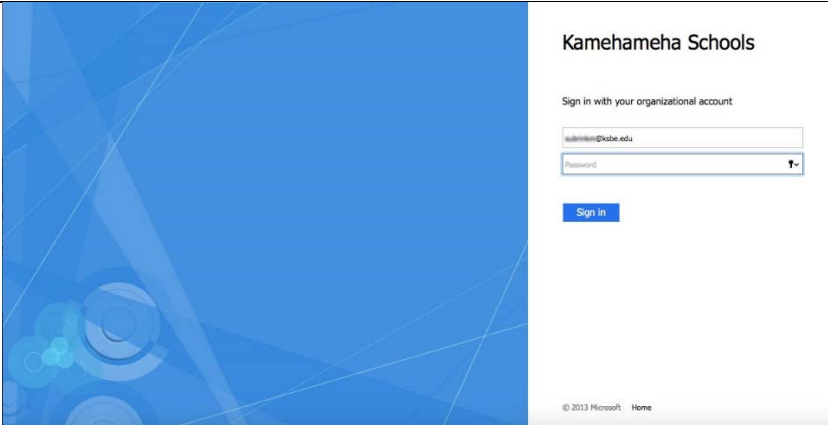


**Figure 4 - Blackboard Single-Sign-On Redirect Page**

**KS Faculty, Staff, and KS Temp Staff Login Instructions**

c. Depending on your operating system, you will be prompted to login:

- i. If your email address stays populated, enter your Active Directory password, and then click the “Sign In” button (you will then be logged into Blackboard Learn Cloud).

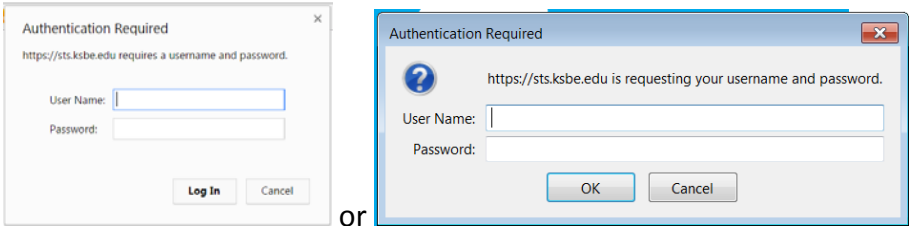


d. **Figure 5 - Operational Account Password Page**

(OR)

- ii. If you are prompted with the Authentication box, enter your KS Active Directory username and Active Directory password and then click the “Log In”/”OK” button (you will then be logged into Blackboard Learn Cloud).


(OR)



**Figure 6 - Authentication Box**

**KS Faculty, Staff, and KS Temp Staff Login Instructions**

Make sure to logout of Blackboard when finished to avoid a session time-out.

- Click the  button (top right corner)



**Figure 7 – Logout of Blackboard**

The Blackboard Cloud application has a time-out feature for your protection. If you do not log out and your session expires, you may experience the Single Sign-On error when you attempt to login again.

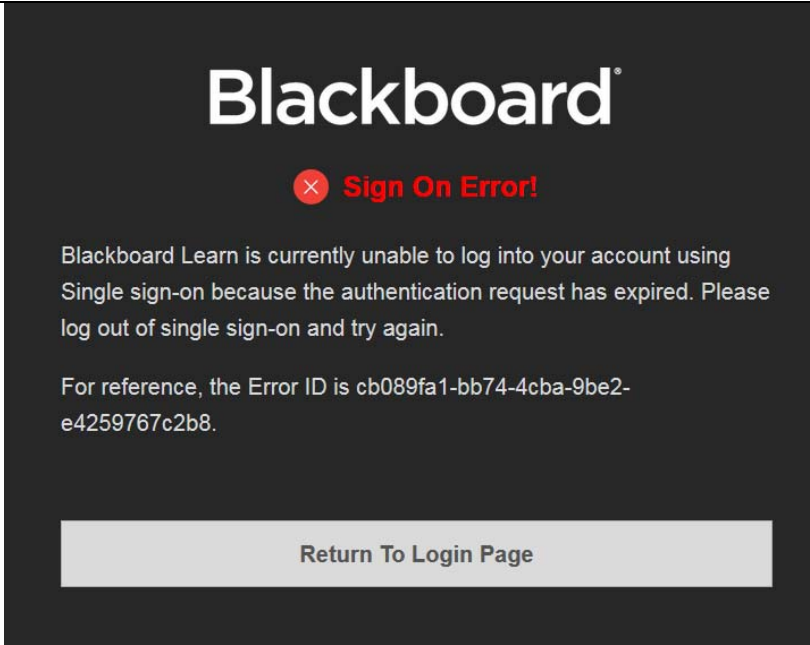
*For example, if you do not log out of Blackboard Cloud and your computer goes to sleep overnight and the next day you try to use Blackboard again and login, you may experience the Single Sign-On error. Trying use another web browser to login will not resolve the Single Sign-On error.*

**If you experience a Single Sign-On issue, please close your web browser(s) completely, and then start a new browsing session** (and follow the login instructions above).

- You may also need to clear your web browser’s cache.
- Please do not use the ‘restore’ option in your web browser for your Blackboard session.



**Consider using a different, dedicated web browser for Blackboard use** to minimize inconvenience should you have to restart your web browser where you’re already signed into multiple single sign-on apps like Google Drive, etc....



**Figure 8 – Blackboard Login Page Single Sign-On Error**