KS Student Login Instructions

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1. Browse to https://ks.blackboard.com
   a. (Browsing to bb.ksbe.edu, blackboard.ksbe.edu, or 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. **Current campus-based KS Students click button on the <u>right-hand side</u> to automatically login** (See step 3 if not automatically logged in).
   b. **All others** (Parents, former campus-based Kamehameha students, community users, temp staff without KS email accounts, etc…) – login via the <u>left-hand</u> side and click the "Login" button.

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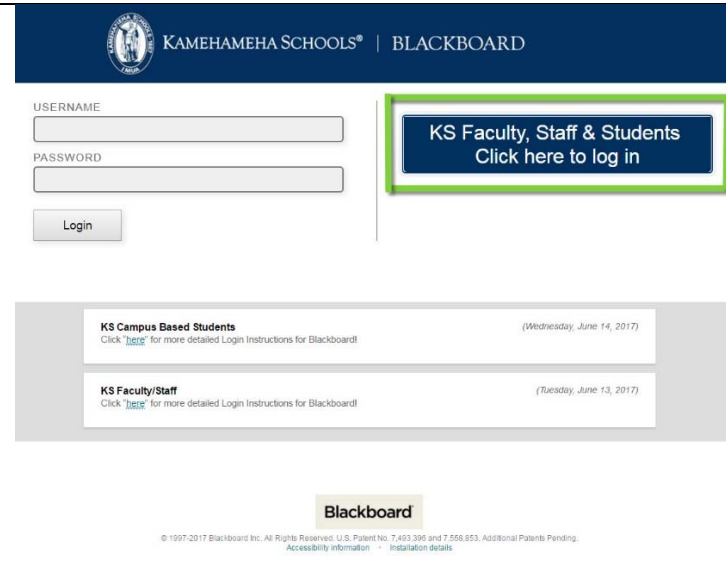<td>

Figure 1 – Blackboard Login Page

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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).
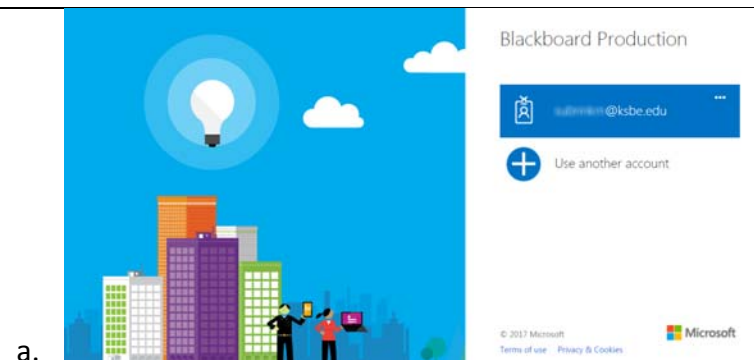   **If you are not automatically logged into Blackboard, see item c below**.

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a.

Figure 2- Blackboard Production Account Selection Page

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KS Student Login Instructions

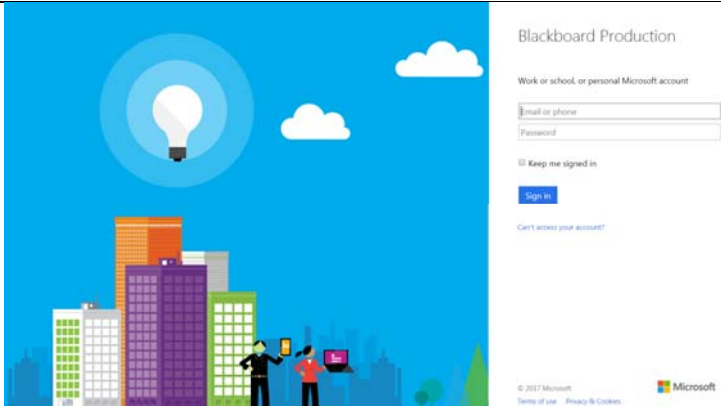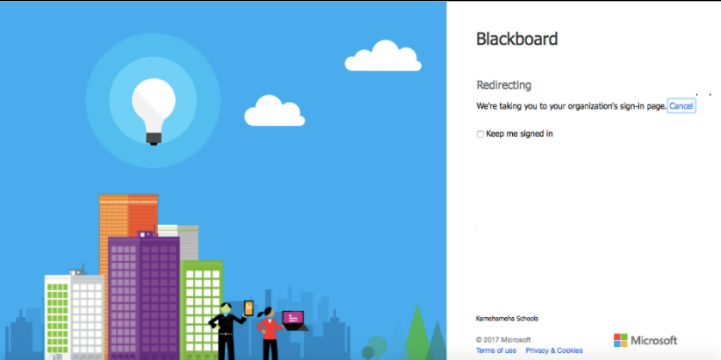|	
b. If you are prompted to login with your Work or school account type your imua.ksbe.edu email address (such as first.last@imua.ksbe.edu) and then press the 'Enter' key (or the 'Tab' key) on your keyboard.	b. **Figure 3 – Work or School Account Input Page**
The page will change to inform you that it's redirecting. You will be prompted to login – **see item c. below.**	**Figure 4 – Blackboard Single Sign-On Redirect page**

c. Enter your Active Directory password (the same one you use to login to your computer), and then click the "Sign In" button (you will then be logged into Blackboard Learn Cloud).

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

<u>Safari users</u> **– please see please additional troubleshooting steps below.**

Contact your Teacher if you are still unable to login, or have additional questions.
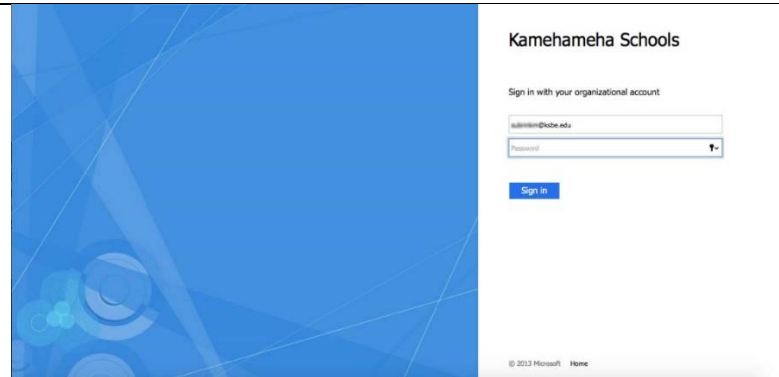
c.

Figure 5 - Operational Account Password Page

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

- Click the ⏻ button (top right corner)

Figure 6 – Logout of Blackboard

See below for more information on Single Sign-On for Blackboard….

The Blackboard Cloud application has a time-out feature for your protection. If you do not log out and your Blackboard 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 to login using another browser 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).

<u>Safari users</u> – please follow the additional troubleshooting steps below.

Consider using a different, dedicated web browser for Blackboard use (to minimize inconvenience should you have to restart due to a Single Sign-On error and you're already logged in to multiple Single Sign-on apps, like Google Drive, etc….)

Figure 7 – Single Sign-On Error

<u>Safari users</u> – please follow these steps to resolve the Single Sign-On issue:

Step 1. Go to Safari and choose 'Preferences'

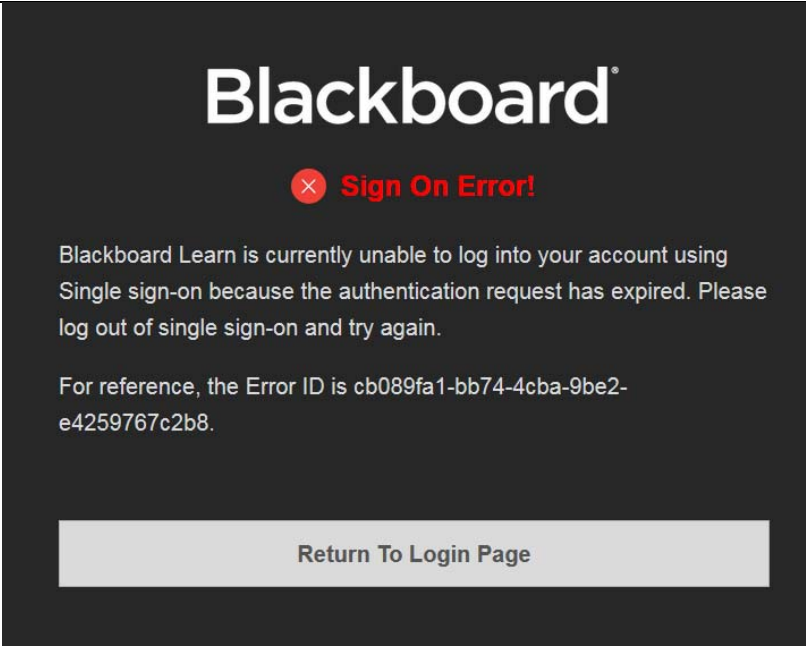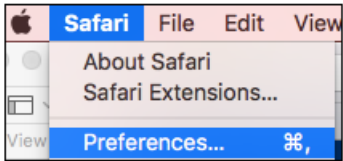**Figure 8 – Safari Preferences**

Step 2. Click 'Privacy' ![Privacy] on the pop-up screen

Step 3. Click the "Manage Website Data…" button

[Manage Website Data…]

Step 4. The Privacy screen will change. Type "microsoft" into the search field (the list will automatically search for Microsoft)

Step 5: Select the Microsoft website that indicates "Cookies" from the list, and then click the "Remove" button

Step 6: Click the "Done" button when finished

Step 7: browse to https://ks.blackboard.com and follow the login instructions above
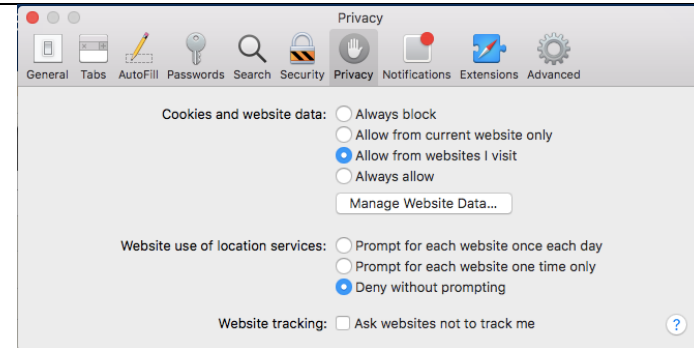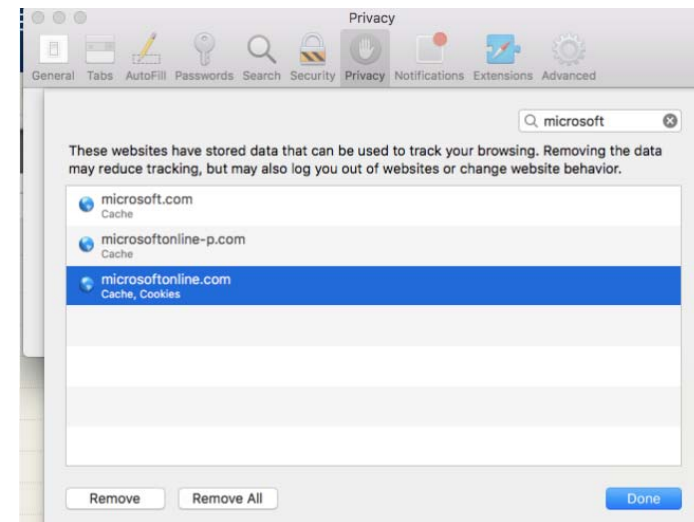

Figure 9 Safari Preference Options

Figure 10 Websites with stored data list