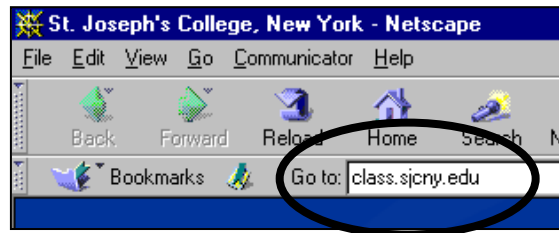


You may vote from any computer that has Internet access. You must use either *Firefox*, *Netscape* or *Internet Explorer* browser. If you are an AOL user, connect to the Internet using AOL and then minimize AOL and start Netscape or Internet Explorer.

## Logging In To Blackboard

For an automated demonstration, [click here](#).

- 1) Start your internet browser and enter the web address: **http://class.sjcnj.edu**  
(**DO NOT use www**)
- 2) Press the **Enter** key.



- 3) Click on the **Login** button.
- 4) Enter your **Username** in all lowercase. Your username is the same as the beginning portion of your email, usually 1<sup>st</sup> initial last name (**Do not include the @ sign or any characters after it.**)
- 5) Enter your **Password**. If you do not know your password, select the *Forgot your password* link. An email will be sent to your SJC email account with instructions.
- 6) Click on the **Login** button.



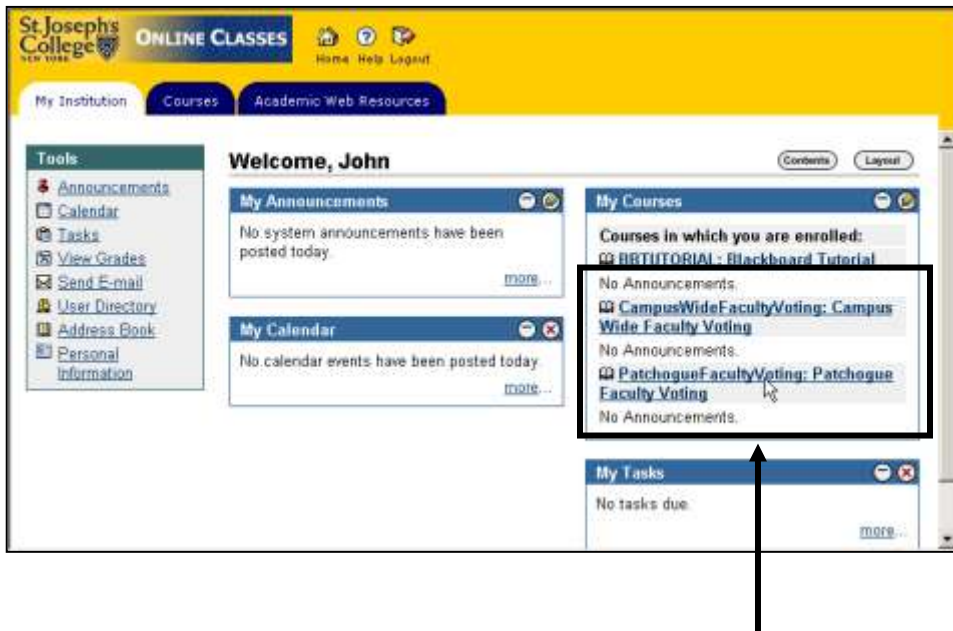
## Password Change

If you have not already done so, please make sure to change your password from the default one assigned to you.

- Select the *Personal Information Link* located on the left side of the screen.
- Select the *Change Password Option*. Follow the prompts to change your password.

## Online Voting

You will see the following screen:



Select the correct course located on the right side of the screen.

For a **CampusWide Vote**, click once on the **CampusWideFacultyVoting** link.

For a **Patchogue Vote**, click once on the **PatchogueFacultyVoting** link.

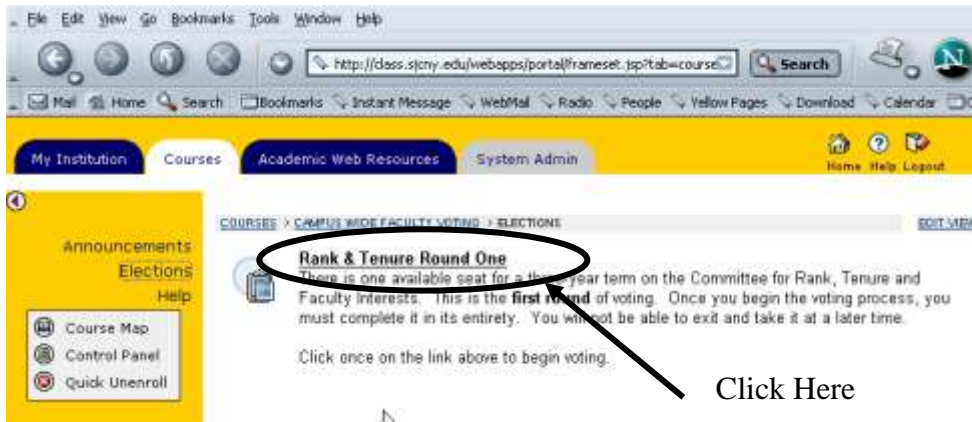
For a **Brooklyn Vote**, click once on the **BrooklynFacultyVoting** link.

You will see the following screen. Read the announcement about the election.



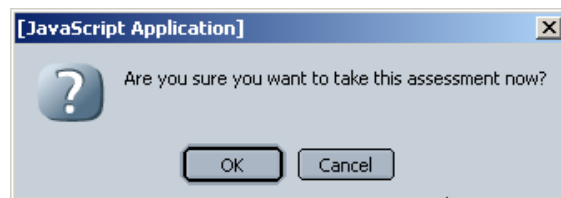
To access the election, click once on the **Elections** link located on the left side of the screen.

You will see the following screen:



Click once on the title of the election to begin the survey.

11) Click on the OK button when the following box appears:



Answer all questions and click on the **SUBMIT** button when you are done.  
(DO NOT CLICK ON SAVE, YOU MUST SUBMIT)

### Logging Out of Blackboard

When you are done voting, logout of Blackboard by clicking on the **Logout** button located at the top of the screen.

