Walk-through: How Do I Find My Colleague I.D. Number?

**Step 1:** Navigate to the home page of the MSJC College Web-site (The Address is: www.msjc.edu).

**Step 2:** From here, please click on the Blackboard link as noted by the red arrow above.
Note: You will see the above screen (which is the logon screen for entry into Blackboard).

Step3: From the above screen, please click on the tiny link named: “What is my User ID and college ID?” as indicated by the blue arrows above.
NOTE: This will open the “What’s My Username?” Window.

**Step 4:** From this above screen, please enter your “**last name**” as indicated by the orange arrow, then enter your “**Social Security Number**” (as indicated by the green arrow). Then Click “**SUBMIT**” as indicated by the red arrow.

NOTE: Although this second entry is labeled as a “**Student ID**” this number is your “**Colleague ID Number**”.

NOTE: Keep this number handy **WHENEVER** you contact the MSJC Help-Desk since this is used as your key-identifier!