Accessing your online units…

Ask your Convener to nominate a Blackboard role for you, and to grant you access to your Blackboard study units.

Three ways to log into Blackboard

1 My.Swinburne portal

a. Click MY.SWINBURNE link:

( in top-most navigation bar on all Swinburne pages).

b. Accept any security alert prompts; the portal login page appears. Check at the very top of your screen for the following window title:

![My.Swinburne Login - Microsoft Internet Explorer](image1)

c. Type your SIMS credentials into the respective Username and Password fields

Don't know your SIMS credentials? Click the Forgot password? link or ring Service Desk on 9214 5000

d. Click ; the My.Swinburne home page appears. Check at the very top of your screen for the following window title:

![My.Swinburne Home - Microsoft Internet Explorer](image2)

e. Look for your study units within the My Blackboard frame headed by a grey title bar.

2 Blackboard link

a. From the Swinburne home page, click STAFF (in top-most navigation bar on all Swinburne pages).

b. On the Staff page, click Blackboard

![Online Courses and Units of Study - Login](image3)

the Flexible Learning at Swinburne entry page appears (see Fig 1).

c. Type your SIMS credentials into the respective Username and Password fields

Don't know your SIMS credentials? Click theForgot password? link or ring Service Desk on 9214 5000

d. Click Login; the My Units tab page (see Fig 2) appears, with your online study units in the My Units of Study frame.

3 URL

a. Open the Flexible Learning at Swinburne entry page (Fig 1) by typing

http://blackboard.swinburne.edu.au

in the address field of your browser.

b. Type your SIMS credentials into the respective Username and Password fields

Don't know your SIMS credentials? Click the Forgot password? link or ring Service Desk on 9214 5000

c. Click Login; the My Units tab page (see Fig 2) appears, with your online study units in the My Units of Study frame.
Changing your password
You change your password through the Personal Information link. Proceed as follows:

1. Under **Tools** on the My Units tab page (see Fig 2), click Personal Information.
2. On the Personal Information page, click the Change Password at My.Swinburne link.
3. Complete the required text fields, then click Submit.

Accessing your study units
1. In the My Units of Study frame of the My Units tab page (see Fig 2), click the study unit you want to access; the unit website appears (Fig 3 shows an example).
2. Find and click the Groupwise Email link at the top of the Staff page.
3. Accept any security alert prompts.
4. Type your SIMS credentials into the respective Username and Password fields

Don’t know your SIMS credentials? Click the Forgot password? link or ring Service Desk on 9214 5000

5. Click Login; your WebAccess mailbox appears.
6. Having finished your session, remember to logout from WebAccess (see Note 2, next column).

**Note:**
1. First-ever login
   Username: your SIMS username
   Password: your birth date (ddmmyy format).
   For further help with portal login, click the My Swinburne Help and FAQ link in left navigation bar of portal login page.
   Having logged in, take the time **right now** to change your password (see **Changing your password**).
   **Caution:** Use the birth date password only for your first ever login. We strongly recommend that you replace this password as soon as possible afterwards.
   A valid password consists of any combination of numbers and upper- or lower-case letters, but no spaces or symbols.

2. It’s good practice to **log out of WebAccess** after a session, particularly if you opened the session in a public place such as an internet café. Logging-out ensures that no subsequent user of the same machine can back-track to your mailbox.
   You log out of WebAccess by clicking the Logout link in the title bar.

Useful websites
Educational resources from Swinburne Professional Learning

Need more help…?
Service Desk
Call 9214 5000 for help with your SIMS login.

Blackboard online help
- help with logging in:
  1. find the Service Desk paragraph on the Entry page (partly visible in Fig 1), then
  2. click the Blackboard Help link
- within your unit:
  Click the Support tab, upper-right of any Blackboard page

WebAccess
Type either of the following URLs into your browser:
- https://www.groupwise.swin.edu.au/gw/webacc#
  then click Help link at bottom-right of login panel, or