



Library Databases

Martinsburg-Berkeley County Public Library

Services: All students should request a free public library card. Students may access available online databases using their library card account number and chosen PIN.

You may access online databases at:
www.youseemore.com/martinsburgberkeley/readyref.asp.
Students may also check out laptop computers on the 2nd floor with a Blue Ridge id card to complete assignments.

Using Blackboard 9

Note: You may access Learn 9 from any computer with Internet access.

How to use Blackboard 9?

Access <http://ilearn-brctc.wvnet.edu>

Username Example: jsmith01 lowercase

Password is the password you first received from the school when you enrolled.

If you do not remember the password
Log into BRIDGE
click on Password Management
click on Retrieve Original Password.
(It is the ALL NUMERICAL password, if you still can not get into Learn9, contact Ext. 2239 or 2238 depending on your classes location)

Your Instructors will enter your courses into your Blackboard 9, if you do not see your courses, contact your Instructor

A Student's Guide To Technology



User Support/Help Desk
304-260-4380
DUNN BUILDING ext. 2239
TECH CENTER ext. 2238

support@blueridgectc.edu

IT SERVICES



How Do I Access Bridge?

- ◇ YOU can register for classes.
- ◇ Check Grades.
- ◇ View an unofficial Transcript.
- ◇ Check your financial aid.
- ◇ Review your account.

Follow these 4 Simple Steps:

1. Go to www.blueridgectc.edu
2. Under Quick Links
3. Click on Log in to Bridge
4. In UserID box use your Blue Ridge Student ID (SID) (C ###)
5. If you can't remember your C### (SID) number click on the Link "Look up SID number" in the paragraph above the UserID login

For security purposes, upon your first login you will be asked to immediately change your PIN to a 6-digit number do not use your birth date.

Once you log into Bridge, for the first time, it will require students to enter a Login Verification Security Question and Answer. Enter question of your choice (such as, "What is your mother's maiden name?") ("Or your favorite color") and provide an answer that you can remember.

If you then forget your PIN, click on the "Forgot PIN?" button and answer the question that you entered. You will then be asked to enter a New PIN (a 6-digit number different from your birth date). This number becomes your new login PIN and takes the place of your birthdate. **If you can't answer your security question, the staff in the Administration Office in D08 can reset it to your birth date upon the presentation of a valid photo ID. You will be forced to change your PIN the next time that you login again.

*******If an incorrect PIN is entered three times in succession, your BRIDGE access is disabled.**

The Enrollment Management Office in D08 or Information Technology Office in B01 can reset your PIN number. You must present a valid photo ID for verification.



How does a student log-on to Computers?

To log-on to the computers at Blue Ridge CTC a student must enter their User Name that was issued to them at Orientation. Example: John Smith, would be JSmith01

If you can't remember your username and password they can be retrieved from the BRIDGE SYSTEM.

1. Log into Bridge using your Student (SID) C###
 2. Click on Personal Information
 3. Click on Password Management
 4. Click on Change Current Password
 5. Type in new password
 6. Click on Change Password
- Wait 15 minutes for the change to take effect**

Security Email Tid-Bits:

When sending email, it is sent as an unprotected source and without encryption. Do not divulge personal, confidential, or financial information through email. **NEVER** open an email from an unknown source. If you don't know the source of the email, delete the email without opening it.

1. Keep your password secret.
2. Make your password strong - use uppercase, lowercase, numbers in your password.
3. Change your password often.
4. Run virus and spyware scanning software.
5. Keep your computer up-to-date with operating system and virus updates.

For more information on security visit:

<http://www.staysafeonline.info>

How does a student log-on to Email?

Once registered, an email account is assigned to each student. You will use your same username and password as found in BRIDGE for computer accounts with @blueridgectc.edu at the end.

Example:

jsmith01; your email username will be jsmith01@blueridgectc.edu.

Just visit:

www.BlueRidgectc.edu
QUICKLINKS SECTION

Click on Log In to Access Email

Click on the Student Email Link or

<http://mailserv.wvnet.edu>

Email Problems

The following will help you open email attachments if you are experiencing problems:

Open internet explorer

select the tools =>

internet options =>

security tab =>

Click on the trusted sites green circle so that it is highlighted.

Click on the sites button.

In the "Add the Web site to the zone box" enter mailserv.wvnet.edu

Click on the add button and click OK.

Click OK again.

You should now be able to open attachments from your web browser.

If you are not able to send or receive your emails please do the following:

- A. Delete Inbox emails with large attachments
- B. Delete Sent emails out of your sent folder
- C. Delete all emails out of your Trash

You must stay with in the allocated email quota, otherwise your email will not function. If you are over your size quota, you will receive a message making you aware that you are over. Also, do not forward your BlueRidge email to any other email address, this will cause your email to fail.