

## New Student Technology Tips

As a Sul Ross student, there are three primary technology tools you will use regularly: your SRSU e-mail account, Banner Self-Service and Blackboard. Information about these three tools is provided below.

### Banner Self-Service

BSS provides SRSU students with the ability to register at Sul Ross over the web and add or drop classes online. BSS also allows students web access to transcripts, course schedules, financial assistance information and a variety of other student-related information.

- **How do I access Banner?** Go to the Sul Ross home page and select "Banner" under Quick Links (upper right corner of the homepage). Choose "Self-Service Banner", and then click "Login".
- **What Login Info Do I Need?** You'll need your Student ID and a PIN.
  - Student ID = Your Student ID Number (SID) provided to you in your admission letter.
  - PIN = A 6-digit number provided to you in a welcome letter. This PIN is temporary. You will be prompted to change it at first login to BSS. You may be prompted to answer a security question. If you have previously logged into Banner Self Service and do not remember your PIN, you may log in by clicking "Forgot PIN?" and correctly answer the security question.
- **Where do I go for Help using Banner?** Contact the Lobo Technology Assistance Center (LTAC) by phone at (432) 837-8888 or in person in BAB 101. You may also visit their website at [www.sulross.edu/ltac](http://www.sulross.edu/ltac) for more information. For assistance with your PIN, you must contact Center for Enrollment Services, LH 100 and LH213, (432) 837-8050.

### Web-Based E-Mail

Your SRSU e-mail account is created when you register for the first time. It is the official means of communication between your instructors, the university and you. **Please plan on checking it regularly!**

- **How do I access my SRSU e-mail?** Go to the Sul Ross home page and select "Outlook Web Access" in Quick Links.
- **What Login Info Do I Need?** You'll need a username and password.
  - Username = usually first initial + the first 3 letters of last name + 4 random numbers followed by "@sulross.edu".
    - Example: [jdoe5739@sulross.edu](mailto:jdoe5739@sulross.edu)
  - Password = at least 8 characters in length with at least one upper case letter, one lower case letter, and at least one number or special character.

- **How Do I Find Out What My Username Is? How Do I Set My E-mail Password?** Use LoboPass to retrieve your e-mail username and set your password.
  - From the Sul Ross homepage, select “Password Reset/LoboPass” in Quick Links.
  - Login on the right with your Banner ID (Student ID) and your Banner Self-Service PIN.
  - On the next screen, note your e-mail address, then click “Password Maintenance” and choose “Change Password”.
  - Select and enter a password using the rules on the left.
  
- **Where do I go for SRSU e-mail Help?** For Login Issues, contact Lobo Technology Assistance Center (LTAC) by phone at (432) 837-8888 or on person in BAB 101. You may also visit their website at [www.sulross.edu/ltac](http://www.sulross.edu/ltac) for more information.

## Blackboard

Some courses may make use of Blackboard, an online teaching and learning tool. Your instructor will let you know if your class uses Blackboard or not. Courses identified in the class schedule as **Web-Delivered** will not meet regularly but will instead use the Blackboard system to deliver course content. If you are enrolled in a Web-Delivered class, contact your instructor.

- **How do I access Blackboard?** Go to the Sul Ross home page and select "Blackboard" under Quick Links (upper right corner of the page).
  
- **What Login Info Do I Need?** You'll need a username and a password.
  - Username = Sul Ross e-mail username (do not include “@sulross.edu”)
  - Password = Sul Ross e-mail password
  
- **Where do I go for Blackboard Help?**
  - For login issues, contact LTAC by phone at (432) 837-8888 or in person in BAB 101. You may also visit their website at [www.sulross.edu/ltac](http://www.sulross.edu/ltac) for more information.
  - For other Blackboard issues, contact Blackboard Technical Support Technician Joe Renieri at (432) 837-8489.