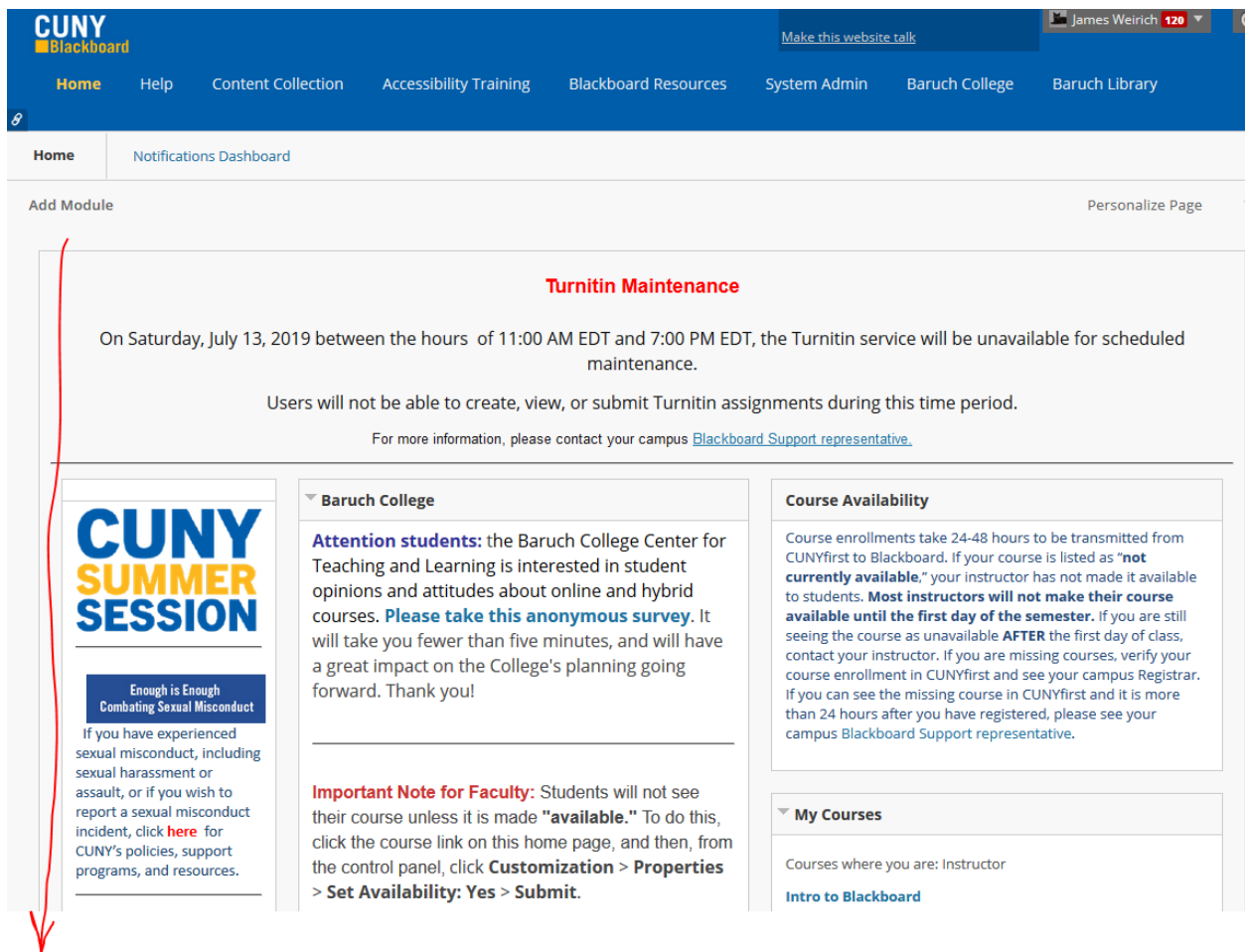


How to Find Your EMPL ID on Blackboard

Step 1) Log in to Blackboard.

Step 2) On this page, scroll down until you locate a “Tools” section. In most cases it is on the left hand side of the page, but it may appear in the middle or to the right. You can see an example of what the Tool section looks like on *Step 3*.



The screenshot shows the Blackboard user interface. At the top, there is a navigation bar with the CUNY Blackboard logo on the left and a user profile for James Weirich on the right. Below the navigation bar is a secondary menu with links for Home, Help, Content Collection, Accessibility Training, Blackboard Resources, System Admin, Baruch College, and Baruch Library. The main content area features a "Turnitin Maintenance" announcement in red text, stating that the service will be unavailable on Saturday, July 13, 2019, from 11:00 AM EDT to 7:00 PM EDT. Below the announcement is a sidebar with several modules. A red arrow on the left side of the page points to the sidebar area. The sidebar includes a "CUNY SUMMER SESSION" banner, a "Baruch College" section with an "Attention students" notice about a survey, a "Course Availability" section with enrollment information, and a "My Courses" section with a link to "Intro to Blackboard".

Turnitin Maintenance

On Saturday, July 13, 2019 between the hours of 11:00 AM EDT and 7:00 PM EDT, the Turnitin service will be unavailable for scheduled maintenance.

Users will not be able to create, view, or submit Turnitin assignments during this time period.

For more information, please contact your campus [Blackboard Support representative](#).

CUNY SUMMER SESSION

Enough is Enough
Combating Sexual Misconduct

If you have experienced sexual misconduct, including sexual harassment or assault, or if you wish to report a sexual misconduct incident, click [here](#) for CUNY's policies, support programs, and resources.

Baruch College

Attention students: the Baruch College Center for Teaching and Learning is interested in student opinions and attitudes about online and hybrid courses. **Please take this anonymous survey.** It will take you fewer than five minutes, and will have a great impact on the College's planning going forward. Thank you!

Important Note for Faculty: Students will not see their course unless it is made "**available.**" To do this, click the course link on this home page, and then, from the control panel, click **Customization > Properties > Set Availability: Yes > Submit.**

Course Availability

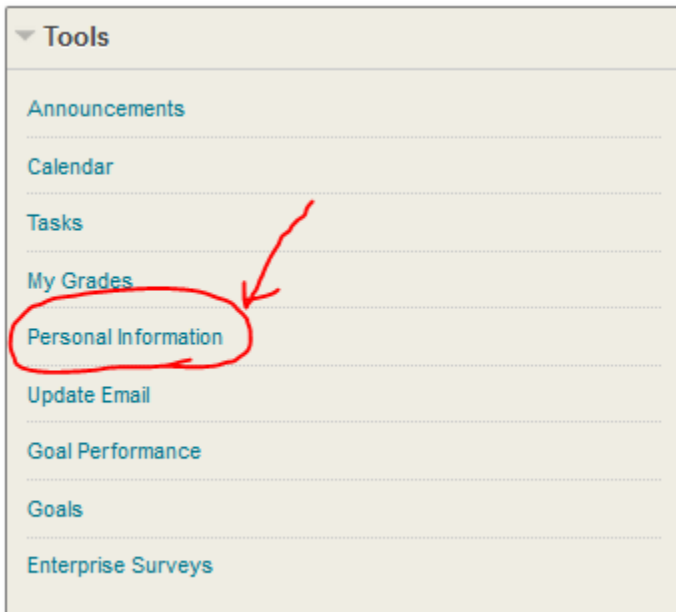
Course enrollments take 24-48 hours to be transmitted from CUNYfirst to Blackboard. If your course is listed as "**not currently available,**" your instructor has not made it available to students. **Most instructors will not make their course available until the first day of the semester.** If you are still seeing the course as unavailable **AFTER** the first day of class, contact your instructor. If you are missing courses, verify your course enrollment in CUNYfirst and see your campus Registrar. If you can see the missing course in CUNYfirst and it is more than 24 hours after you have registered, please see your campus Blackboard Support representative.

My Courses

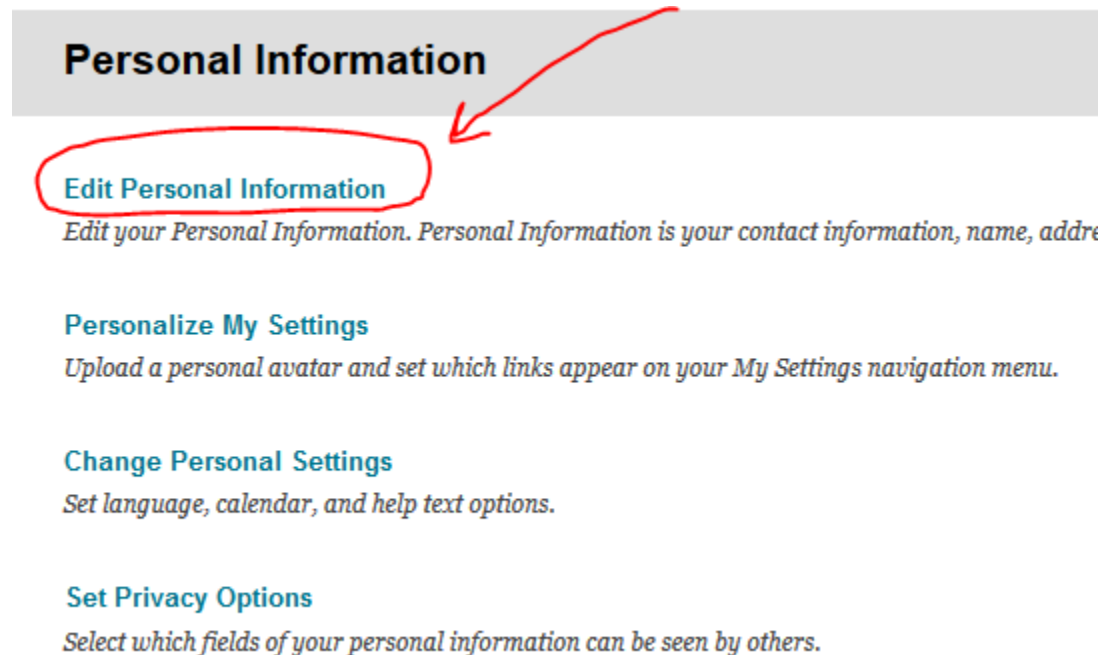
Courses where you are: Instructor

[Intro to Blackboard](#)

Step 3) This is what the Tools section looks like. Under “Tools”, click “Personal Information”



Step 4) On the next page, click “Edit Personal Information.”



Step 5) You can find your EMPL ID under “Account Information”. “Username” = EMPL ID (also known as CUNY First ID) on Blackboard.

Edit Personal Information

* Indicates a required field.

PERSONAL INFORMATION

Title

* First Name

Middle Name

* Last Name

Suffix

Other Name

Email

Student ID

ACCOUNT INFORMATION

* Username 23521590