Creating a Guest Login Account in Blackboard

The Office of Pre-Professional Programs and Advising uses Blackboard as the primary resource for Hopkins students and alumni who will be applying to medical and dental schools through the JHU Health Professions Committee Application (HPCA) process. Please follow the instructions below to enroll in the Blackboard Organization, "Med School Entry Year 2017".

ALL applicants will enroll using a Guest Login Account!

Applicants who have not previously created a Blackboard guest account, please follow the instructions below to create a new guest account.

If you have a guest account from a previous course or organization, email preprofessional@jhu.edu and provide us with your guest account ID so we can add you to the site.

To create a new guest account:

1. Email the following information to preprofessional@jhu.edu

    Subject line: "**Blackboard Guest Account Request**"
       First Name
       Last Name
       Email address (must be a non-JHU email address)

Note: The email address must be an actual working **Non-JHU email address** (ie: Yahoo , Gmail, Hotmail, etc.). **Your Blackboard login information will be sent to this email address.**

2. Within _three working business days_ you will receive a confirmation email from Blackboard with your initial Blackboard login information. The email will be sent to the _non-JHU email address_ you provided. The confirmation email will be similar to the one below:

Blackboard Account Created
Tuesday, December 17, 2013 1:08 PM

A guest account within Blackboard has been successfully created for you by BLACKBOARD ADMINISTRATOR.

Your username to login is: janedoe@yahoo.com   **Note:** (Guest account will use this email address as the Blackboard login ID)

Your initial password is: jPEXdTp8uW5Q78UEUrz   **Note:** (Guests will initially login using this password but can change the password using the link below)

You can now access Blackboard using the above username and password at: https://blackboard.jhu.edu.
Click on the **'Open Non JHED login'** link, and then enter these credentials in order to login.

It is strongly advised that you change this initial password by clicking on the link below:

https://blackboard.jhu.edu/webapps/JHU-GuestManagement-bb_bb60/changepassword.jsp

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3. You can now login to Blackboard by going to http://blackboard.jhu.edu. On the Blackboard login screen, be sure to choose the '**Open Non-JHED Login'** link in the upper right corner. Enter the ID and Password that was included in the confirmation email and click 'Login.'

4. Once logged in, you should be able to access the organization, **Med School Entry Year 2017**.

We hope that you find this tool to be helpful in efficiently working through the HPCA process. Please contact the Office of Pre-Professional Programs and Advising with any questions or concerns.

We look forward to working with you!

November 2015