STUDENT EMAIL

INSTRUCTIONS & ADDRESS

Instructions for using CPTC Student Email may be found at: www.coastalpines.edu
Click on the CPTC Student Email link under the MyCPTC.

Blackboard WEB ADDRESS

The address for the Blackboard Login Screen may be found at: www.coastalpines.edu
Click on the Blackboard Login link under the MyCPTC.

GRADES

At the end of the term, students may obtain their grades through the BannerWeb System.
The link to BannerWeb may be found at: www.coastalpines.edu
Click on the BannerWeb link under the MyCPTC.

RESOURCES

Instructor

Email your instructor with any questions you have related to the content of the course. Instructor email addresses may be found at:
http://www.coastalpines.edu/faculty-staff/

Director

Email or call the Director of Distance Education with any questions that you have regarding technical difficulties with Blackboard.
Chad Swanson, 912.427.1606
cswanson@coastalpines.edu

Introduction to Online Learning

Attend an Introduction to Online Learning session during new student orientation. You may also preview a presentation at:
http://www.coastalpines.edu/
Click on the Introduction to Online Learning Orientation link under MyCPTC.

CPTC Website

For information on upcoming courses, registration, financial aid, and library resources please visit the CPTC website.

As set forth in its student catalog, Coastal Pines Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

For information, please contact the following:
Title IX Coordinator
Katrina Howard, Human Resources Coordinator
912.427.5899
Cynthia Linder, Human Resources Coordinator
912.287.4098

ADA/Section 504 Coordinator
Coastal Pines Technical College
Cathy Montgomery,
Counseling & Special Services Director
912.427.6265
1777 W. Cherry Street, Jesup, GA 31545
Karen Boyle, Special Services Coordinator
1701 Carswell Avenue, Waycross, GA 31503
912.285.6119

COASTAL PINES TECHNICAL COLLEGE
www.coastalpines.edu
1701 Carswell Avenue
Waycross, Georgia 31503
912.287.6584 P

1777 W. Cherry Street
Jesup, Georgia 31545
912.427.5800 P

www.coastalpines.edu
Check your student email. Instructors will communicate only through CPTC student email. You will receive a welcome email from your instructor on the first day of class.

CPTC Student Email

Log in to BannerWeb
Click on Personal Information
Click on View email addresses
CPTC email address is listed as the preferred email address

Navigate to http://mail.office365.com or Click the student email link on the BannerWeb page.

In the Windows Live ID textbox, enter the email address obtained from BannerWeb.

Returning student’s Password is six-digit date of birth. Example: April 1, 1968 birthday would be 040168

New student’s Password is Cptc and the student’s 6-digit date of birth. Example: April 1, 1968 birthday would be Cptc040168 (remember that it must be a capital C)

You will next be asked to change your password

Complete the SmarterMeasure Learning Assessment. Please answer the assessment as accurately as possible.
http://coastalpines.smartermeasure.com

Username: fall_2014
Password: abcd1234

Log into the Blackboard Course Management System:
https://coastalpines.blackboard.com
You cannot log in until the first day of class.
Your Blackboard username and password are:

Username: 18_studentID#
Password: 18_studentID#

Once you are logged in, you will be required to change your password. Please take time to navigate through your courses to become familiar with the layout. Remember that each course may have a slightly different layout.

After logging into Blackboard, please email your instructor to introduce yourself and verify that you have logged in.

Technical Competencies

Basic computer skills necessary for success include:

- Ability to send email messages with attachments
- Ability to navigate the Internet
- Ability to upload and download files
- Ability to create, save, and rename files
- Ability to participate in online discussions
- Confidence in communicating at a distance with instructor

Keys To Success

- Self Motivation
- Self Discipline
- Persistence
- Availability of Time
- Time Management Skills

Coastal Pines Technical College does not charge additional fees for the verification of student identity or for distance education exam proctoring.

Students taking an online class at Coastal Pines Technical College are required to complete at least one proctored event during the term. All students must present a valid picture id prior to taking proctored event. Valid picture ids include a drivers license or College student picture id.

BLACKBOARD TECHNICAL SUPPORT

For the Blackboard Learning Management System technical support, please contact
Chad Swanson, cswanson@coastalpines.edu or 912.427.1606