

UIC Library Faculty Elections

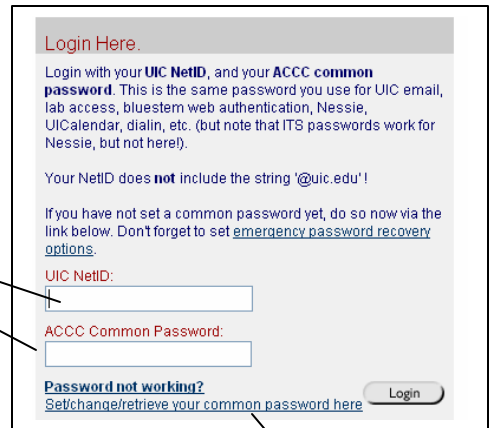
Instructions for logging into Blackboard, viewing documentation, and voting.

Logging into Blackboard:

Go to <http://blackboard.uic.edu> and click on Login.



Enter your NetID and Password in the Log In box. This is the same Net ID and Password that you use to access e-mail, Nessie, and UICalendar (your ACCC common password).



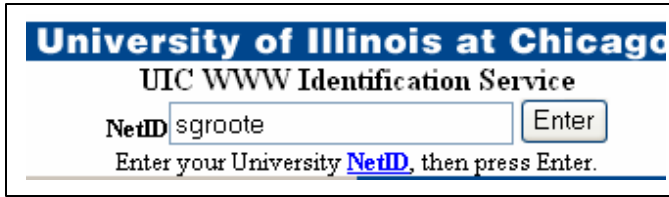
If you are not able to access Blackboard using your Net ID and password:

- You may not have included Blackboard access when you created your ACCC common password. Try using the old password (if you have one) for accessing Blackboard. If this does not work or you are unable to remember your previous password for Blackboard, you will need to create a new ACCC common password. Instructions for creating a new ACCC common password are provided below.
- You may not have created your ACCC common password and you will need to create one. Instructions for creating an ACCC common password are provided below. **Note that the password change may occasionally take a little while to become effective, so don't do it last minute.**
- After creating (or recreating) your ACCC common password, if you are still not able to enter Blackboard, consult the Blackboard Frequently Asked Questions General Login Problems & Browser Configuration Tips: <http://www.uic.edu/depts/acc/itl/blackboard/loginFAQ.shtml>

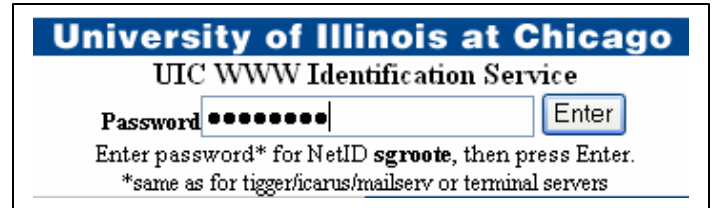
Creating an ACCC common password:

From the Blackboard screen click [Set/change/retrieve your common password here](#) or go to <https://tigger.uic.edu/htbin/acc/passwords>.

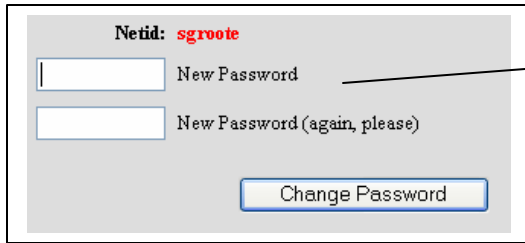
Enter your user name and password on the screens that appear.



University of Illinois at Chicago
UIC WWW Identification Service
NetID Enter
Enter your University [NetID](#), then press Enter.



University of Illinois at Chicago
UIC WWW Identification Service
Password Enter
Enter password* for NetID **sgroote**, then press Enter.
*same as for tigger/ficarus/mailserv or terminal servers



Netid: **sgroote**
 New Password
 New Password (again, please)
Change Password

Enter your new password and your new password again.
NOTE: Follow the password rules provided on your screen.

Viewing UIC Library Faculty Election Documents:

To view Library Faculty Election Documents:
(i.e. Nominations and Elections Calendar, Committee Vacancies, Faculty Committee Willingness to Serve Form, Preliminary Ballot List, etc.)

- 1) Log into Blackboard (<http://blackboard.uic.edu/>)
- 2) Click on **Courses** tab (on the top of the Blackboard screen next to My UIC tab)
- 3) Scroll through the "Course List" to **lib-fac-vote Library Faculty Voting** and click on this link.
- 4) Click on **Course Documents** on the *left hand side* of the screen
- 5) Click on the document you wish to view.



lib-fac-vote Library Faculty Voting
Course ID: LibFacVote_cont
Instructor(s): Krystal Lewis



Voting in the UIC Library Faculty Election

To view the election ballot:

- 1) Log into Blackboard (<http://blackboard.uic.edu/>)
- 2) Click on **Courses** tab (on the top of the Blackboard screen next to My UIC tab)
- 3) Scroll through the "Course List" to **lib-fac-vote Library Faculty Voting** and click on this link.
- 4) Click on **Assignments** on the *left hand side* of the screen
- 5) Click the election ballot link that appears. A pop up box will appear asking: "Are you sure you want to take this assessment now?" If you are prepared to vote, click "OK". **DO NOT click "OK" if you are not prepared to complete the voting process during your current session. You can only access the ballot once, so if you click "OK" to vote, you must complete voting at that time. You cannot return later and Nominations and Elections cannot reset your responses.**
- 6) Once you are in the ballot, follow the directions provided and note the number of candidates you may vote for in each category. Further instructions will be provided for you within the voting ballot.
- 7) Questions?: Contact Krystal Lewis (kmlewis1@uic.edu) Annie Armstrong (annie@uic.edu), or Sandy De Groote (sgroote@uic.edu)

