

HOW TO...

Atlantic Cape Community College www.atlantic.edu • (609) 625-1111

Student Buccaneer Email Accounts (bottom of homepage under heading “Stay Connected”)

1. Email—johndoe@buccaneer.atlantic.edu
2. Password—JS0909830000 (Uppercase initials, plus 6-digit date of birth, plus 4 zeroes)
3. When you first go into your email, you will have to create a new password
4. If you can't access your email, contact Enrollment Services at (609) 343-5005 or (609) 463-4774, ext. 5005, or register@atlantic.edu

WebAdvisor—Student records (Used to view/print schedule and grades, register & make payments)

1. WebAdvisor is found on our homepage
2. User ID—[johntsmith](#) (first name, middle initial, last name)
3. Password—090983 (6-digit date of birth)
4. If you can't access WebAdvisor, contact Enrollment Services at (609) 343-5005 or (609) 463-4774, ext. 5005, or register@atlantic.edu

Blackboard—Used for students' class work & online courses

1. Blackboard is found on our homepage under “Online Class Login”
2. User ID—your 7-digit Colleague ID number
3. Password—date of birth (MMDDYY)
4. If you have trouble accessing your online course, first check the FAQ page. You can also call the Atlantic Cape Online Course Helpline (1-800-617-2191)

If you are taking an online math course, you can find specific instructions for accessing your course at <http://www.atlantic.edu/online/login.html>. Upon logging into the applicable site, you should see a link to your course. Once you click on this link, you will see what the instructor has posted (example: lectures, homework, course syllabus, etc.)

You will not be able to access your online course until the first day of classes. If you have trouble accessing your course on the first day of the semester, please contact the Instructional Technology Department for assistance at 1-800-617-2191 (during normal business hours) or via email at onlinehelp@atlantic.edu (24-hour response time).

Text Alerts—Used for emergency notifications from Atlantic Cape

1. TxtAlerts are found at the bottom of our homepage under “Subscribe to Receive TxtAlerts”
2. Follow steps to sign up to receive alerts
3. An email and cell phone with text messaging ability required
4. Check with your wireless carrier for additional fees that may apply for text messages