SAN DIEGO STATE UNIVERSITY

How To Use WebPortal/Blackboard/Canvas
First Thing First: Claim your SDSUid

- You should have already received an email a while ago to claim your SDSU ID.
- This email came from donotreply@sdsu.edu
- Check email, including spam and junk boxes.
- Follow instructions in the email to activate your SDSUid
-Didn’t receive the email? Email myuan@sdsu.edu
SDSUId Help

If you have any trouble activating your SDSUId, visit the link below for assistance:

https://library.sdsu.edu/computers-technology
SDSU WebPortal

Why do I need to create a WebPortal account?

- To view grades from SDSU classes
- To print unofficial transcripts (no fee) at the end of the semester
- To order official transcripts (small fee) at the end of the semester
How do I create a WebPortal account?

- Go to the SDSU website [http://sdsu.edu/](http://sdsu.edu/)
- Point to “Academic”
- Click on “Webportal”
- Or go to this link below
  [https://sunspot.sdsu.edu/pls/webapp/web_menu.login/](https://sunspot.sdsu.edu/pls/webapp/web_menu.login/)
Scheduled Maintenance

WebPortal will be unavailable due to critical maintenance during the following dates and times:

- Sunday, August 30th at 12:01am (just past midnight), until Sunday, August 30th at 11:01am
- Sunday, September 13th at 12:01am (just past midnight), until Sunday, September 13th at 11:01pm

We apologize for the inconvenience.

This is a reminder that on July 3, 2020, student email, calendaring, and contacts transitioned to Google G Suite. Your @sdsu.edu email address and password were NOT impacted by this change.

Note! In accordance with recently passed SDSU senate policy students shall be responsible for checking their official email address in order to stay current with University communications. Learn more Student Official Email Address Use Policy

For more information, please visit Google G Suite
If you need help, please visit the IT Student Help Desk website.

About WebPortal

The SDSU WebPortal serves admission, enrollment, and registration needs across campus.

- Students: Admission status check, class schedule and registration, grades, transcripts, financial aid, billing, online payments,
- Faculty: Class schedule, grades, student information, departmental resources,
- Staff: HR, benefits, payroll, and other internal resources.
Click On “Create New Account”
SDSU WebPortal

- Enter Your Red ID Number
- Enter Your Birthdate (MMDDYY)
- Click “Activate”
SDSU WebPortal

- Enter Your Family Name
- Enter Red ID Number in Social Security Number, then click Submit
Check your email for the confirmation email with your temporary password.
You should receive the following email.

SDSU WebPortal Account Information.
Your request to activate your account has been received.
Your temporary password: 1234567
To finish setting up your account, log in to WebPortal using your RedID and entering your temporary password in the password field.
If these changes were made in error or not authorized, please contact us.
Thank you.
SDSU WebPortal

- Once you receive your temporary password by email, you should log into WebPortal using that password.
- If you don’t see your password in your inbox, check your spam folder.
You will now need to create a new password. Usually the following pattern of password will work: `aaaBBB@123`

**Warning:** Use standard characters such as: `#, $, %, *, @, !`. Do not use unusual characters such as `~, '`, ``, or `&`. 
You are now officially in WebPortal!
Note the transcript choices for the end of the semester.
You will receive the following email.

Your WebPortal account has been successfully activated. Please note that within 4 hours, your new password will take effect in other Web-based systems outside of the WebPortal, such as Blackboard, AidLink, CASHNet SMARTPAY, etc. The next time you log in to your account, you will be asked to set three challenge questions. Challenge questions will be used if you forget your password and it needs to be reset. If these changes were made in error or not authorized, please contact us.

Thank you.
Why do I need to access Blackboard?

- A learning management system
- To access course information in courses that are using Blackboard
- To send email to the course instructor and classmates
- To submit assignments
- To take tests
- To access grades during the semester
- To receive important course announcements
How do I log into Blackboard?

- Point to “Academic” on the SDSU website
- Click on “Blackboard courses”
- Or go to https://blackboard.sdsu.edu/
SDSU Blackboard

You will be taken to this screen. Click “Login with your SDSUid”
Enter your SDSUid, which you should have activated after receiving the email, and the password you created during activation.
You will automatically be taken to the “My SDSU” page.
Help with Blackboard can be found on the same library webpage as the SDSUid help.

https://library.sdsu.edu/computers-technology
SDSU is in the transition from using Blackboard to Canvas

- Not all professors will use Canvas this fall. Please refer to your syllabus for more information.
- Canvas is also a learning management system.
- You will need your SDSUid to log in to Canvas, just like Blackboard.
Helpful Hints

- If you forget your WebPortal password, you can reset it in WebPortal using your Red ID number (you do not need a Social Security number-SSN).
- If you are having trouble with your password, you can call the registrar’s office (619-594-5152) or email cesreg@sdsu.edu.
- Since computers and systems can crash, if there is something in Blackboard/Canvas you really need, save it elsewhere or print it out.
- You will not have access to Blackboard or Canvas after the end of the semester, so print or copy and save anything you need.
Culture Notes

- Most professors expect students to participate in class, even virtually.
- Class participation is often part of the grade, so failure to join class discussions can lead to a lower grade.
- Students are expected to pay attention during class.
- Texting during class, checking your email, talking to your classmates, etc. are not acceptable, and the professor may point out your bad behavior in front of everyone in the class.
Culture Notes

- Cheating and plagiarism are VERY SERIOUS and can lead to you being removed from the class and given a failing grade.
- Even working together on a homework assignment can be seen as cheating if you and your friend turn in very similar assignments.
- If you are not familiar with how to cite sources when writing a paper, be sure to speak to your professor or ask a librarian for help.
Final Notes

- You will have access to WebPortal for many years to come, so you will be able to order official transcripts and print unofficial transcripts even after you leave San Diego.
- You will NOT have access to Blackboard/Canvas after your classes end, so make arrangements to save information before the end of the semester.
- A copy of this presentation will be posted on the Semester at SDSU blog. [https://aliblog.sdsu.edu/semester-at-sdsu/](https://aliblog.sdsu.edu/semester-at-sdsu/)