

# How to Access TPS Eastern Region Online Courses

1. Open the link to the Waynesburg Blackboard system: <https://waynesburg.blackboard.com/>
2. Set Up Your Blackboard Password (or to reset)
  - a. Click on the "Forgot Your Password" link on the login page.
  - b. Type in your first and last name and the UserName that was emailed to you.
  - c. Click Submit.
    - i. This image will appear on your screen.



- d. Instructions for setting your password will be emailed to you.
      - i. Open the email.
      - ii. Click the link provided (or copy and paste it into your browser).
      - iii. Type in a password you will remember.
      - iv. Type it in again to confirm. Click submit.
3. To access the course in the future:
  - a. Open the Blackboard link: <https://waynesburg.blackboard.com/>
  - b. Type in your Blackboard UserName
  - c. Type in the Password that you created. Click submit.
  - d. Select the TPS course on the right side of your screen.
  - e. If you forget your password, follow directions above to reset your password.

## For further assistance:

### Weekdays, 9 to 4:30

Josh Mundell ([jmundell@waynesburg.edu](mailto:jmundell@waynesburg.edu)) or 724-852-3499

### Evenings and weekends

Waynesburg University ITS Help Desk ([help@waynesburg.edu](mailto:help@waynesburg.edu)) or 724-852-3413