WATSON’S FALL FYI

FORGOT YOUR BLACKBOARD PASSWORD?

Did you know you can retrieve your Blackboard Password by clicking the “Forgot Your Password” link on the main page?

From there, Blackboard will request certain information that will prompt a password reset link to be sent to your active Bloomfield e-mail address.

ACCESSING WEBAVISOR

To access WebAdvisor, visit [http://webadvisor.bloomfield.edu](http://webadvisor.bloomfield.edu). Click “I’m New To WebAdvisor” in the bottom right-hand corner of the screen.

After clicking OK on the “I’m New to Web Advisor” screen, the system will ask to enter your Last Name and either your Social Security Number or Student ID number. Next, in the middle of the screen towards the right will be a drop down menu that will allow a temporary password to be sent the College’s Webmail. It is highly recommended that Bloomfield College’s email address is used and not a personal email address.

Open a New Tab and follow steps to log in to WebAdvisor. A new email from WAC;Admin will appear in your inbox with the temporary password to log into WebAdvisor. The temporary password will be a series of letters and numbers with a period at the end and must be entered exactly as displayed. Copy the temporary password but DO NOT copy the period at the end. Next, go back to [http://webadvisor.bloomfield.edu](http://webadvisor.bloomfield.edu) and on the top right-hand corner, click “Login”.

The login username for WebAdvisor is the same as the login for the Campus Computers and Blackboard. Paste the password in the password field and Click Submit. Finally, the system will prompt a password change of your choice.

ID CENTER HOURS

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>11:00 AM - 1:00 PM</th>
<th>4:00 PM - 6:00 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>TUESDAY</td>
<td>11:00 AM - 1:00 PM</td>
<td>4:00 PM - 6:00 PM</td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td>11:00 AM - 1:00 PM</td>
<td>4:00 PM - 6:00 PM</td>
</tr>
<tr>
<td>THURSDAY</td>
<td>11:00 AM - 1:00 PM</td>
<td>4:00 PM - 6:00 PM</td>
</tr>
<tr>
<td>FRIDAY</td>
<td>11:00 AM - 1:00 PM</td>
<td>4:00 PM - 6:00 PM</td>
</tr>
<tr>
<td>SATURDAY</td>
<td>CLOSED</td>
<td></td>
</tr>
<tr>
<td>SUNDAY</td>
<td>CLOSED</td>
<td></td>
</tr>
</tbody>
</table>
**NEWSLETTER EXCLUSIVE!**

**THE MAIN EVENT**

**BC BUCKS vs. BC FLEX**

Though BC Bucks and BC Flex are accessed by your BC Pass Card & presentation of the BC Pass Card is required to access Schweitzer Cafeteria for all meals, only resident students have a BC Flex account. BC Flex allows resident students to purchase food at the Liberty Street Pizza & Grill ONLY.

BC Bucks is a pre-paid spending account offering a safe and convenient way for all students and staff to make purchases on and around campus. The card is designed to eliminate the need to carry cash.

Students, faculty, and staff must register the BC Pass and add value to their BC Bucks account before using it for purchases. The value in BC Bucks rolls over from semester to semester and from year to year. This feature is open to anyone with a valid and active BC Pass card.

To Register the BC Pass Card:
https://bcpass.campuscardcenter.com/ch/login.html

For more information, Please visit:
https://www.bloomfield.edu/student-life/bcpass/faq

---

**BREAKING NEWS**

**HELP DESK’S NEW LOCATION!**

The Office of Information Technology has moved to our new home, 185 Liberty Street!

---

**PROTECT YOURSELF**

**FROM EMAIL & WEB SCAMS!**

We would like to remind you to never click links or respond to email requesting your password or personal information.

The Information Technology department will not ask for your password via email and you will always work with us on a one-on-one basis.

Our anti SPAM firewall and web filters are constantly working to keep BC email safe, secure, and user friendly. If you believe you have been a victim of a phishing or web scam please contact the Help Desk. You may also visit the Microsoft Resource Center for more information.

---

**HELP DESK TRAINING SESSIONS**

Training Sessions are available now to any faculty/staff needing assistance with the technology utilized at Bloomfield College. Seat availability will be limited so please contact The Help Desk to RSVP and setup an appointment. What technology would you like to see covered in a Tutorial? Let us know by contacting Help Desk at HELPDESK@bloomfield.edu

General Classroom Technology A/V Training
Friday, October 4th at 10AM in COHL 242

---

**WATSON’S TIPS & TRICKS**

**DO NOT USE the CD-ROM DRIVE as a CUPHOLDER**

---

**STOP**

**DON’T MOVE THAT COMPUTER!**

Please be advised that computers and other IT equipment should not be removed from their locations. Please notify The Help Desk of any extra, unused, or discovered equipment at 973 748 9000 Ext: 1224.

---

**LIKE** HELP DESK ON FACEBOOK

[Link to Facebook page]
Bloomfield College strives to provide convenient, reliable and error free printing services. Therefore, the College is currently testing a new feature to allow synchronization between the print management system and BC Pass. As part of the process, the College has successfully changed the “page” based currency system to a print allocation represented in dollars and cents.

The BC Pass card is the College’s official means of identification, enabling students, faculty and staff to access essential services and facilities on campus, including dining halls, libraries, events, recreation centers, campus building access and more. The BC Pass card is an official ID card and will also be accepted by Bloomfield College to verify your identity when conducting personal business with the College, such as the Bursar, Financial Aid, Health Services and other departments of the College where personal and confidential information will be exchanged. The BC Pass card is also used for monetary transactions for BC Flex, BC Bucks, and BC Books.

Bloomfield College has a responsibility to protect the identity of its students, faculty and staff and must ensure that personal information is not shared unless appropriate identification is provided. As an institution Bloomfield College is bound by FERPA (Family Educational Rights Privacy Act) regulations that are intended to protect the privacy of the students’ education records and Federal HIPAA (Health Insurance Portability and Accountability Act) regulations that are intended to protect the privacy of health records. Therefore, the identification verification process required prior to issuance of the BC Pass ID card requires official forms of identification as outlined in this policy.

Students, Faculty and Staff Obtaining a BC Pass ID Card for the first time
MUST show One (1) piece of Government Issued Photo ID such as:
- United States issued driver’s license
- Passport (any country)
- Alien Registration Card
- State ID
- Military ID
- Non-Driver ID

[URL: https://www.state.nj.us/mvc/Licenses/NonDriverID.htm]

Replacement ID for Students, Faculty and Staff (i.e. damaged, lost, stolen) require the following ID:
Receipt from Bursar’s Office showing $10 payment for the cost of the replacement BC Pass ID Card and One (1) piece of government issued photo ID such as those indicated above.

- or -

Receipt from Bursar’s Office showing $10 payment for the cost of the replacement BC Pass ID Card and TWO (2) pieces of ID from the following list:
- High School ID, Employer ID or other college ID
- Bloomfield College bill addressed to home
- Credit Card
- ATM Card
- Official birth certificate
- Official marriage license
- Official social security card
- Bank Statement or record
- Health or Dental Insurance Card or Prescription Card

We know that protecting your identity is important to you and it is important to Bloomfield College too. Thank you for participating with us in protecting your identity.