

**NWC Guide and Orientation to Learning at a Distance (GOLD) Process** NWC Gold is designed to be a step by step process for first time distant students. This process will help you access your accounts for email, blackboard, and blackboard collaborate

**Questions or problems?** Use live chat! (bottom right)

Call: 907-443-8421

Email: [nwc.info@alaska.edu](mailto:nwc.info@alaska.edu)

Anytime throughout this process!

**Before you start:** Make sure this process is completed on the actual computer you will use to attend your class(es). Additionally, make sure it has been 48hours since you have registered for your class.

### **1. Find your username and create a password**

- Go to: [Easy Login Maintenance Option \(ELMO\)](#)
- This site will:
- Ask you several security questions
- Find your UA username and student id
- Allow you to create/change your password

**Note:** This username/password will be for UA Mail, Blackboard, and Blackboard Collaborate.

#### **- Sign into your UA Google Mail**

- Go to: [UA Mail](#)
- Sign in with your username and password from the previous step

#### **- Send an email to: NWC GOLD!**

- Send an email to [nwc.info@alaska.edu](mailto:nwc.info@alaska.edu)
- Subject: GOLD
- Message: Your UA Username
- This email will enroll you in NWC Gold's Blackboard class.

**Note:** We will add you to Blackboard's NWC Gold course via. your email you just sent.

- **Check Browser for Compatibility**
- Go to: [Blackboard Browser Check](#)
- Update indicated items if there are deficiencies.

**Note:** Mac users will not use java with their browser and will need to do an additional download after logging into NWC GOLD Process on Blackboard. [Installation instructions for this download can be found here.](#)

- A full list of [Supported Browsers on different Operating Systems can be found here.](#)

- **Sign into Blackboard**

- Log into Blackboard to see how Blackboard and Blackboard Collaborate work!
- Go to: [Blackboard](#)
- Sign in with the same username and password as your UA Mail

- **NWC Gold on Blackboard**

When you are in Blackboard

- Click on the course labeled "**NWC GOLD Process**"

**If you do not see NWC GOLD**  
Please call (907)

**Process:**

443-8421 or use live help (bottom right)

- Please follow the directions in Blackboard

**Still can't get into Blackboard? Still Don't see NWC Gold Process?**

We're sorry for any frustration, and we are working hard to address your problem. If you haven't already contacted us, please do so!

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