

# **Use PassKeys on the End-User Website**

**Blackboard Web Community Manager**

**Blackboard®**

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This guide covers all available features and functionality. Features included in your contract may vary.

**Table of Contents**

Introduction ..... 1

Add a PassKey ..... 2

Suggest a PassKey ..... 3

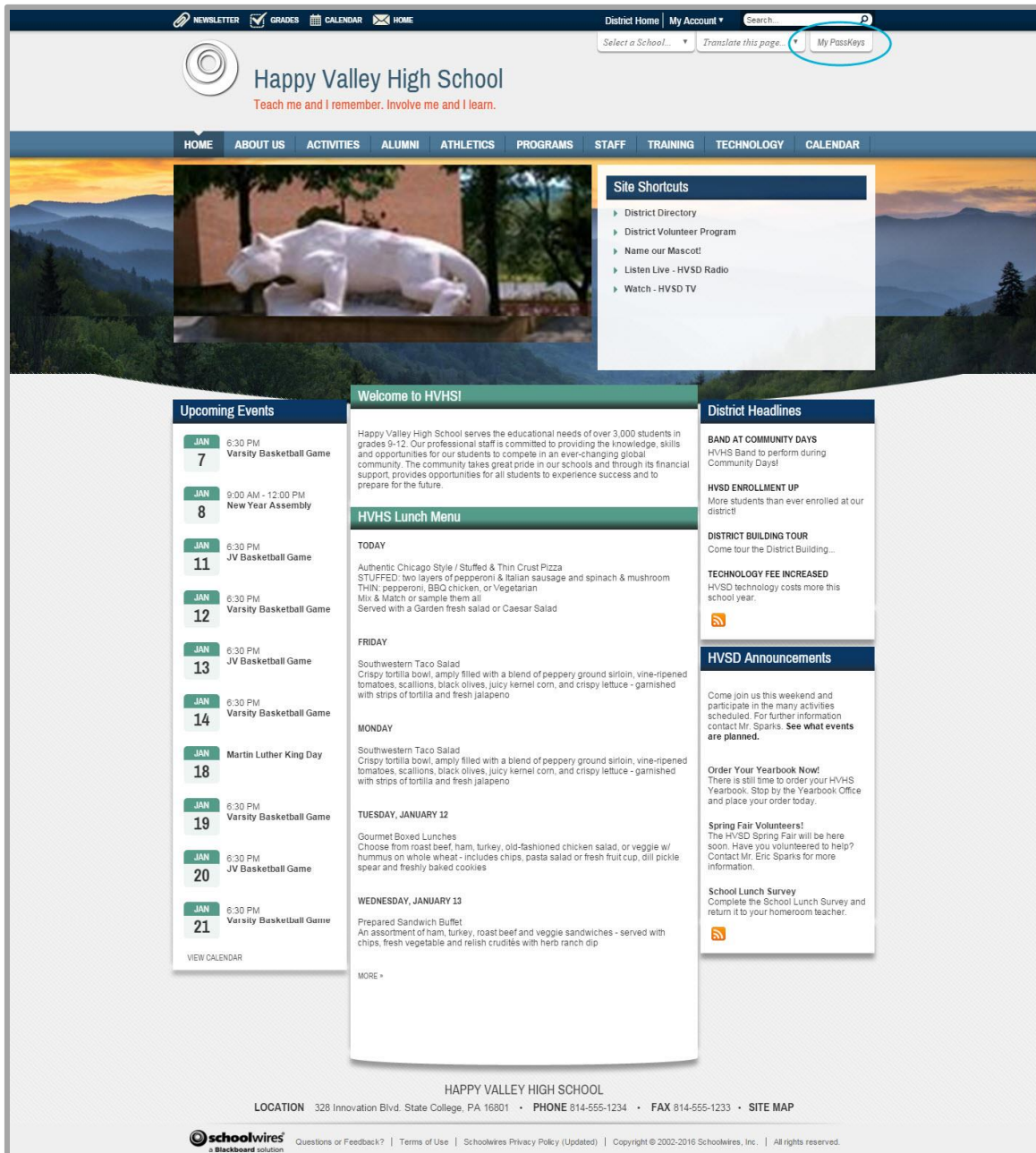
Use a PassKey..... 5

Manage PassKeys..... 6



## Introduction

When you sign in to Web Community Manager, you can add approved PassKeys to your account, manage your PassKeys and use a PassKey to sign in to an application. To access the PassKey window on the end-user website, click *My PassKeys*. Where this link is located is dependent upon the template applied to the website.



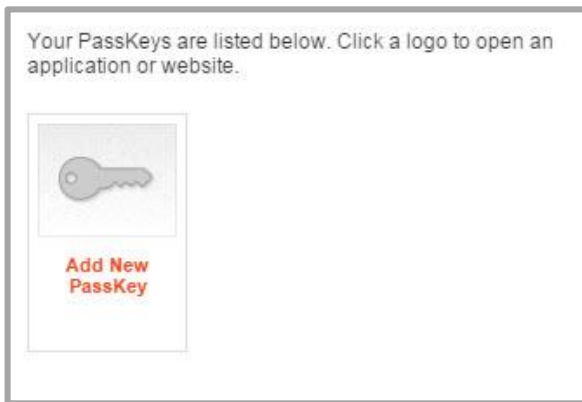
## Add a PassKey

As a registered user, you can add PassKeys to your account.

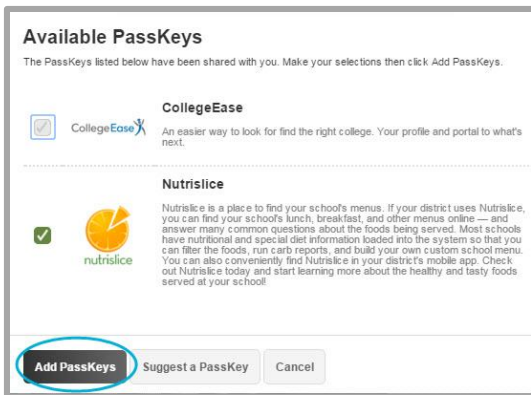
1. Sign in to the website.
2. Locate and click the *My PassKeys* link. Where this link is located is dependent upon the template applied to the site.



3. Click **Add New PassKey**.



4. Check each of the PassKeys you wish to add. Each checkbox turns green.



5. Click **Add PassKeys**.

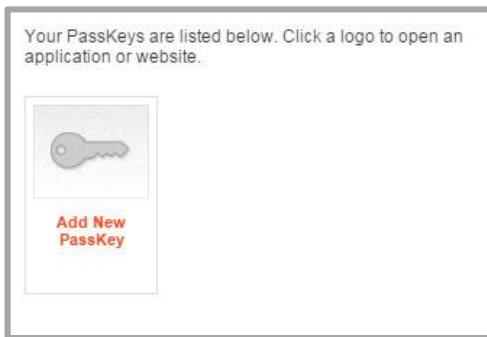
## Suggest a PassKey

If you have an application for which you would like to have a PassKey created, make a suggestion.

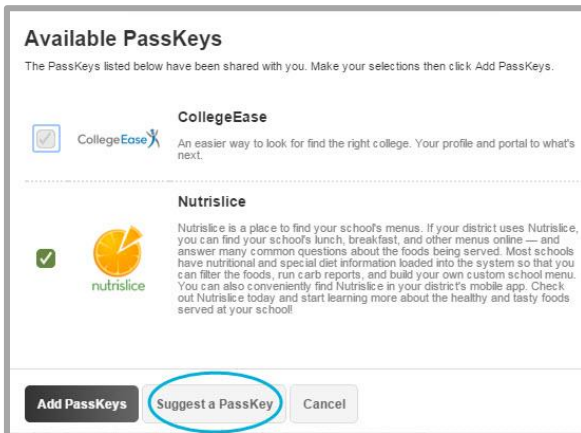
1. Sign in to the website.
2. Locate and click the *My PassKeys* link. Where the link is located is dependent upon the template applied to the site.



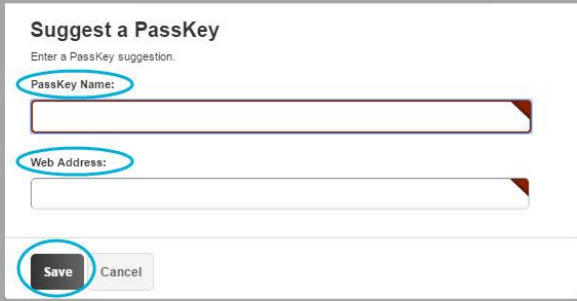
3. Click **Add New PassKey**.



4. On the Available PassKeys dialog, click **Suggest a PassKey**.



5. On the Suggest a PassKey dialog, enter a name for the PassKey and the Web Address (URL) for the application.



**Suggest a PassKey**  
Enter a PassKey suggestion.

PassKey Name:

Web Address:

Save Cancel

6. Click **Save**.

The homepage of your school or district website displays. You should receive an email from your Site Administrator indicating whether or not your suggestion has been approved. If approved, the Site Administrator will create and make the PassKey available on the PassKey list.



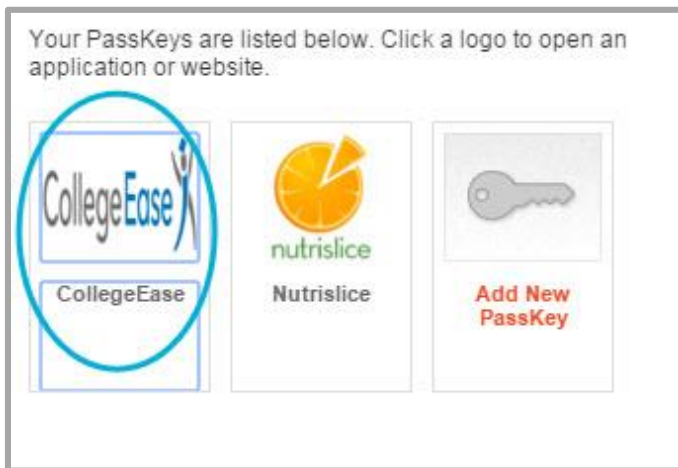
## Use a PassKey

Once your Site Administrator has put PassKeys in place, they are ready to use.

1. Sign in to the website.
2. Locate and click the *My PassKeys* link. Where this link is located is dependent upon the template applied to the site.



3. Click on a PassKey. The Login Information window displays.



4. Enter your Login ID and Password for the application or website.

A screenshot of the Login Information window for CollegeEase. The text reads: "Login Information. Enter your login information for this application or website. It will be stored securely so you don't have to enter it again in the future." There are two input fields: "Login ID:" and "Password:". At the bottom, there are "Login" and "Cancel" buttons.

The first time you click a PassKey in the PassKey window, sign in using your credentials. Subsequently, when you click the PassKey, the application opens and you will be signed into it.

Note that if the PassKey is a bookmark, no sign in credentials are required—you are taken directly to the application or website.

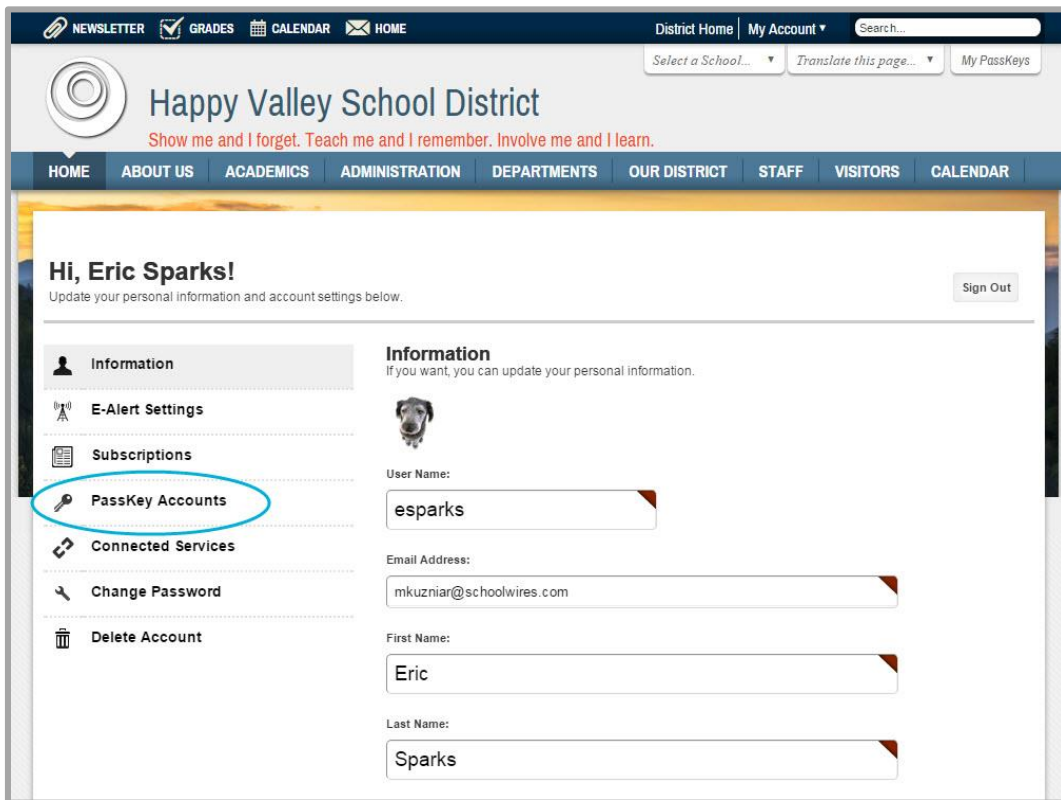
## Manage PassKeys

You can manage your Passkeys in My Account.

1. Sign in to the website.
2. Click *My Account*.



3. Click *Edit Account Settings* from the list. The Account Settings dialog displays.
4. Click *PassKey Accounts*.



- 5. From here you can add a PassKey that a Site Director has created or remove one from your PassKeys list. In addition, you can edit or delete your sign-in information. Your current password to that application will never display. Note that if you change your password for the application to which the PassKey connects, you should update it here as well.

