Changes to how you receive your results

Whether you are waiting to hear if you can progress into the next year of your course or expecting your final award, you will receive your results for this academic year online, through a new portal, instead of by post.

Bucks New University release results for each course as they become available, after the Boards of Examiners have met in July. Bucks New University will email you a link and a guide to the Results Portal once your results are ready. You'll be able to access the portal by using your Bucks login. Please contact IT@bucks.ac.uk as soon as you can if you don't know your login details, and remember that you can reset your password online via this link.

Hopefully you will find the following steps useful:

Step 1: Blackboard access

In order to be able to login to the University's Blackboard system click here.

Your username is your student number followed by @bucks.ac.uk.

If you have already logged in previously, and have a valid password and can easily access your account, see **Step 2** below.

If this is the first time you are logging in to Blackboard, please see **Step 3**.

If you have previously logged in but are now experiencing difficulties doing so, please see Step 4.

Step 2: Check that email forwarding is set up and working

Now that you have managed to login successfully, you need to check that your email forwarding is set up and up to date with the personal email address you are using. Information on how to set this up can be found on our website here.

Step 3: Logging in to Blackboard for the first time

You need to set up your password by using the University's self-service password reset portal. More information can be found here.

Go to https://mypassword.bucks.ac.uk and follow the instructions under **reset your password** section.

Once your password is set, you are ready to use your IT account. You can use your account details to connect to Wi-Fi and use other university IT resources. Please now check **Step 2** above.

Step 4: Issues logging into Blackboard

If you have logged in to Blackboard in the past and now cannot access your account or have forgotten your password, you would need to reset it. Go to https://mypassword.bucks.ac.uk and follow the instructions under **reset your password** section.

If you still encounter any difficulties in accessing University systems such as Blackboard please consider the following before you contact the University's IT department:

- Did you provide a current, valid email address to the University when you enrolled?
- Did you change your email address since last re/enrolling with the University? If so, have you informed the University (and your college) of this change?
- Is the technical issue something that can be resolved by your College's IT team (for example, browser compatibility)?

Please only contact the University IT department if you have done all of the above and still cannot login. Understandably, our IT Department is extremely busy at this time. If there is still a need to

contact them, make sure that the following information is on hand to help them deal with queries faster:

- Student's full name
- Student's <u>Bucks</u> student ID number
- Name of Partner institution where the student is based

Contact details and operating hours can be found on our website, in the <u>IT Service Desk</u> section.