To log in to the Calhoun Portal

To log into the portal, go to the Calhoun website and select MyCalhoun from the Quick Links section. Once inside, click on the Enter MyCalhoun Portal link to log into the Portal.

Before logging in, select **First Time Users** from the login screen and follow the instructions.
Go to https://portal.calhoun.edu and log in using your C number with your birthday as a password (mmddyy). You can change your password once you are logged in.

Once logged in, you will see the following screen.
From here, you will have access to the QuickLaunch Navigation, Campus News and MyMessages.

You will also see your Academic Profile, Financial Aid Requirements, Student Grades and My Account information.

**Using the QuickLaunch Navigation**

From this box, there is access to MyCalhoun, Blackboard, FirstClass email and the Calhoun Event Calendar.
The first time you select Blackboard or Email, you will be asked to enter your username and password as seen below.

**Blackboard Login Screen**

Please enter your current Blackboard login information for Blackboard and your current Email login information for FirstClass. This should only have to be done one time. After the initial login, to access Blackboard or Email simply click the appropriate icon.

After putting in your current Blackboard credentials, you will see the following screen.
Simply click the **AGREE & CONTINUE** tab to enter Blackboard.

The following screen is what a typical Blackboard page will look like. If you are a Faculty member, your course will be here as well.

![Typical Blackboard Page](image)

**NOTE:** You will still be able to access Blackboard outside of the portal.

After putting in your current FirstClass login information, you will see the following Web version screen of FirstClass.
**NOTE:** You will still be able to access the FirstClass client outside the portal.

**MyCalhoun**

To access MyCalhoun, simply click on the MyCalhoun button of the QuickLaunch Navigation window.

Once inside MyCalhoun, there will be **no** changes. Whatever access you had before will still look and work the same.