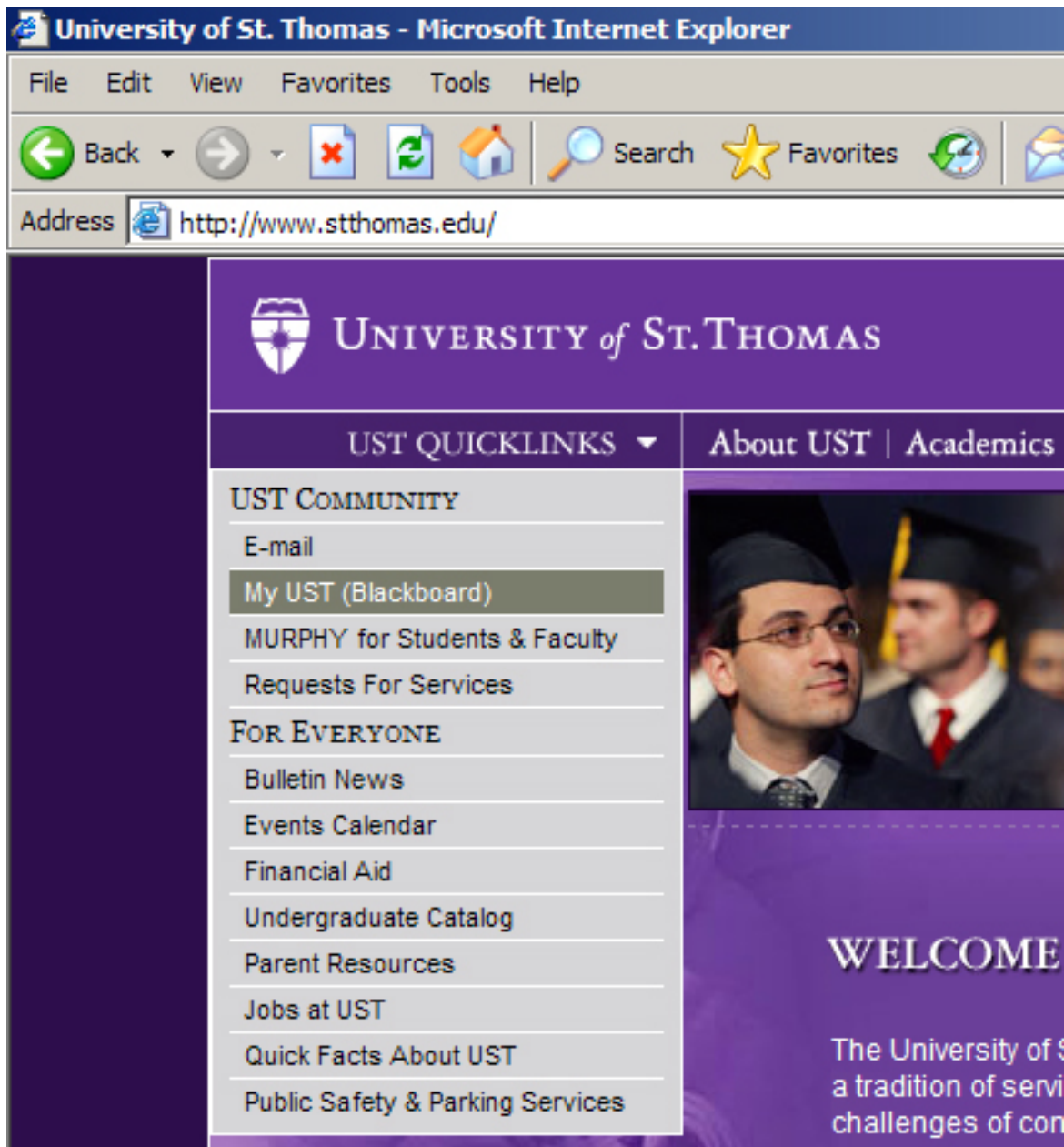


## Instructions for logging in to ReportNet on a Macintosh Computer


Browsers available for the Mac: Safari, Firefox, Internet Explorer

### Safari

1. Open the Safari web browser.
2. To log into MyUST (BlackBoard) go to <https://blackboard.stthomas.edu/webapps/login/> or you can visit the St. Thomas home page at [www.stthomas.edu](http://www.stthomas.edu), click on the UST Quicklinks menu on the left, then select MyUST (Blackboard).



The screenshot shows a Microsoft Internet Explorer browser window titled "University of St. Thomas - Microsoft Internet Explorer". The address bar contains "http://www.stthomas.edu/". The website header includes the University of St. Thomas logo and the text "UNIVERSITY of ST. THOMAS". A navigation menu titled "UST QUICKLINKS" is open, listing various links. The "My UST (Blackboard)" link is highlighted. To the right, there is a banner with a photo of graduates and the text "WELCOME" and "The University of St. Thomas... a tradition of serving... challenges of con...".

UST QUICKLINKS ▾	About UST   Academics
<b>UST COMMUNITY</b>	
E-mail	
<b>My UST (Blackboard)</b>	<b>WELCOME</b> The University of St. Thomas... a tradition of serving... challenges of con...
MURPHY for Students & Faculty	
Requests For Services	
<b>FOR EVERYONE</b>	
Bulletin News	
Events Calendar	
Financial Aid	
Undergraduate Catalog	
Parent Resources	
Jobs at UST	
Quick Facts About UST	
Public Safety & Parking Services	


3. Log into MyUST (Blackboard) using your *UST username* and *password*.

The screenshot shows the MyUST Blackboard login interface. At the top, there's a purple banner with the text 'My UST BLACKBOARD' and navigation links: 'About UST | Academics | Admissions | Administration | Alumni | Athletics | Libraries | Life at UST'. Below the banner, there are three main sections. The left section is purple and contains links for 'For Students' (MyUST Orientation, Blackboard FAQ, Using the Discussion Board) and 'For Faculty' (Overview of Blackboard, Training Opportunities, Blackboard FAQ). The middle section is white and contains the login form with the text: 'Please enter your UST Username & Password to access My UST. You do not need to enter the domain (e.g. 'ust').' It has two input fields for 'UST Username' and 'UST Password', and a 'Login' button. Below the form is a 'Preview' button and a note: 'You can access as a guest by clicking the "Preview" button below.' The right section is white and contains a 'Maintenance Schedule' section with a small image of a chalkboard that says 'MY UST'. The text in this section reads: 'All UST users are provided with their individual usernames and passwords. If you do not know your UST username and password, visit the New Password web page at <http://www.usthomas.edu/new>. If you have difficulties with your login, please contact the TRT Tech Desk by phone at (651) 962-6230 or email to [trthelp@usthomas.edu](mailto:trthelp@usthomas.edu). Maintenance Schedule: MyUST (Blackboard) is not available daily from 2:00 a.m. to 3:00 a.m. CST. Also, system upgrades occur monthly on Sundays from 6:00 a.m. to 12 noon CST. We will announce these upgrades in advance through the Bulletin Today.'

4. A Safari dialogue box will pop up (note: the Safari icon on the dialogue box), asking you to log in. Use your UST username and password again. *Whenever you see the Safari icon in the dialogue box asking you to log in, use your UST username.*

You may also see a dialogue box indicating that a form is not secure, and asking if you wish to proceed. Click 'yes'.

5. Once you are logged into Blackboard you will see a variety of different modules. You will want to locate the Banner Enterprise Training & Support Module (the location of this will vary from person to person as Blackboard can be personalized by each user).
6. If the Banner Enterprise Training & Support Module isn't expanded you will need to open it by clicking on the small circle icon in the right corner of the Banner Enterprise Training & Support Title.

**Banner Enterprise Training & Support** 

7. Scroll down until you find the link for ReportNet that is best suited to your needs. Your three options will be DEVL, PPRD, or PROD. If you're not sure which of these three links you need, please ask somebody in your department or contact the IRT Help Desk.

Click on the ReportNet link then log in to ReportNet using your *ReportNet username* and *ReportNet password* (this is different that your UST ID and Password).

8. You should be in the ReportNet environment now, and no further log-in information should be necessary.

If you have any questions, concerns, or complications, please call the IRT Help Desk at 651-962-6230.



Firefox


1. Open the Firefox web browser.
2. To log into MyUST (BlackBoard) go to <https://blackboard.stthomas.edu/webapps/login/> or you can visit the St. Thomas home page at [www.stthomas.edu](http://www.stthomas.edu), click on the UST Quicklinks menu on the left, then select My UST (Blackboard).

University of St. Thomas - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <http://www.stthomas.edu/>

 UNIVERSITY of ST. THOMAS


UST QUICKLINKS ▾ About UST | Academics

UST COMMUNITY

- E-mail
- My UST (Blackboard)**
- MURPHY for Students & Faculty
- Requests For Services

FOR EVERYONE

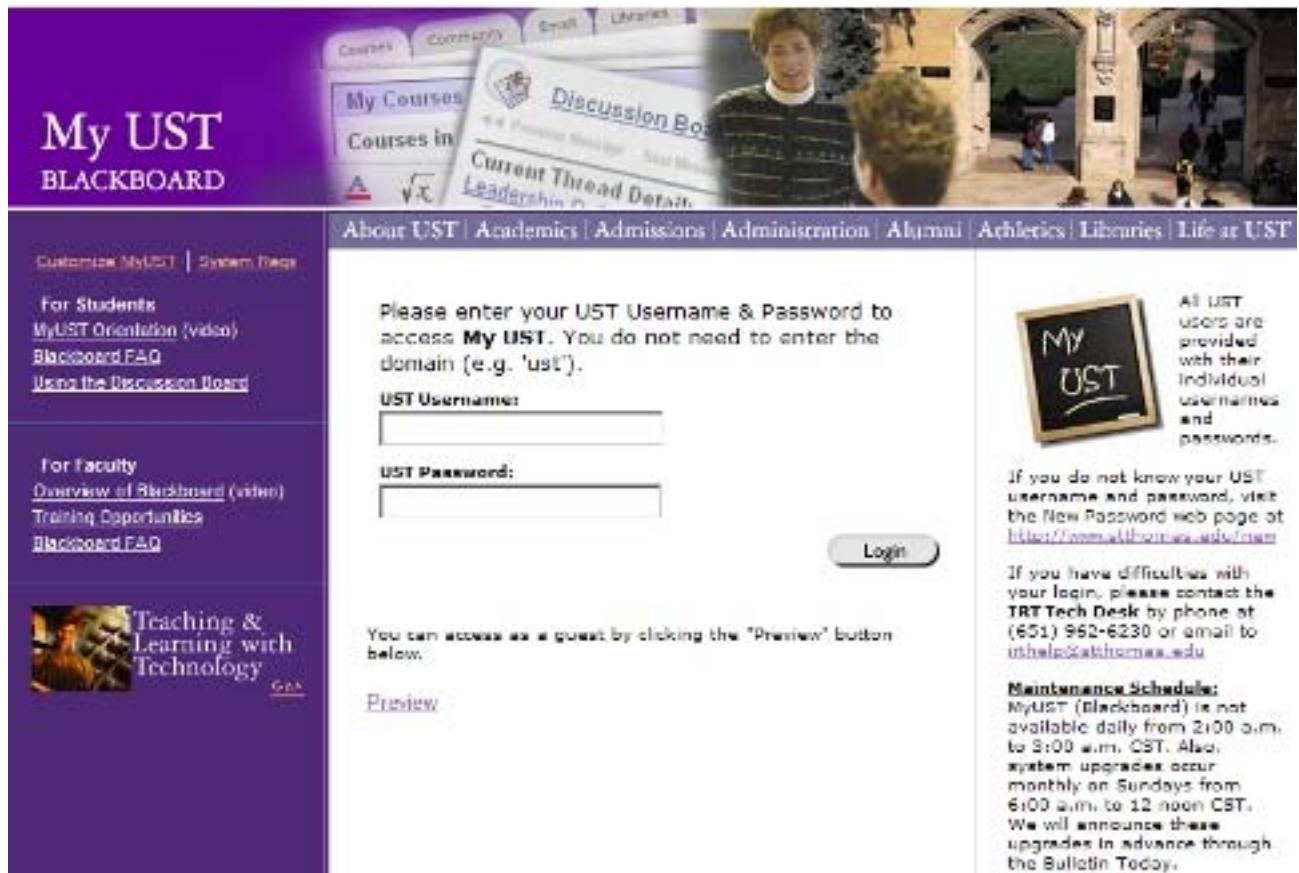
- Bulletin News
- Events Calendar
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- Undergraduate Catalog
- Parent Resources
- Jobs at UST
- Quick Facts About UST
- Public Safety & Parking Services



WELCOME

The University of St. Thomas is a tradition of serving the challenges of our

3. Log in to MyUST Blackboard using your *UST username* and *password*. You may see a security warning indicating that you are leaving an encrypted page and that the information you send or receive could be seen by a third party. Click 'OK'.



4. A dialogue box will pop up, asking you to log in to "at reportnet.stthomas.edu". Again, type in your UST username and password.
5. Once you are logged into Blackboard you will see a variety of different modules. You will want to locate the Banner Enterprise Training & Support Module (the location of this will vary from person to person as Blackboard can be personalized by each user).
6. If the Banner Enterprise Training & Support Module isn't expanded you will need to open it by clicking on the small circle icon in the right corner of the Banner Enterprise Training & Support Title.



7. Scroll down until you find the link for ReportNet that is best suited to you needs. Click on the ReportNet link then log into ReportNet using your *ReportNet username* and *ReportNet password* (this is different that your UST ID and Password).
8. You should be in the ReportNet environment now, and no further log-in information should be necessary.

If you have any questions, concerns, or complications, please call the IRT Help Desk at 651-962-6230.

**Internet Explorer**  on a Macintosh computer will not recognize ReportNet.