

Governance Coordinating Body • Community Discussion Board Instructions

STEP 1:

Log into your MySCCC account and click on the Suffolk Online Tab>Choose Suffolk Online



STEP 2:

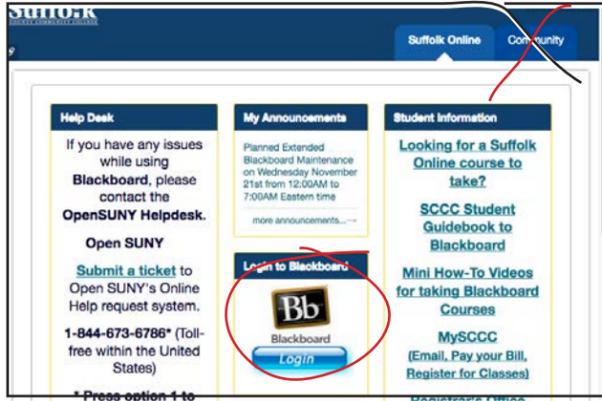
Click the **Bb Login** button on the center of the page



STEP 3:

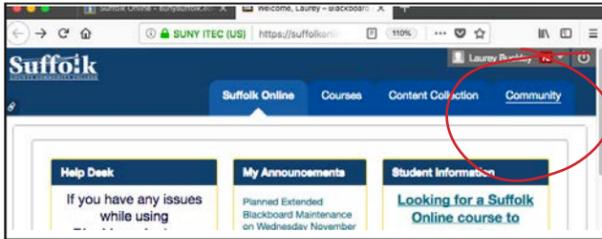
Click the **Bb Login** button **AGAIN** on the center of the page.

Do not choose Community Tab at this point or you will get an error



STEP 4:

NOW, click on the **Community** Tab at the top right corner of the page



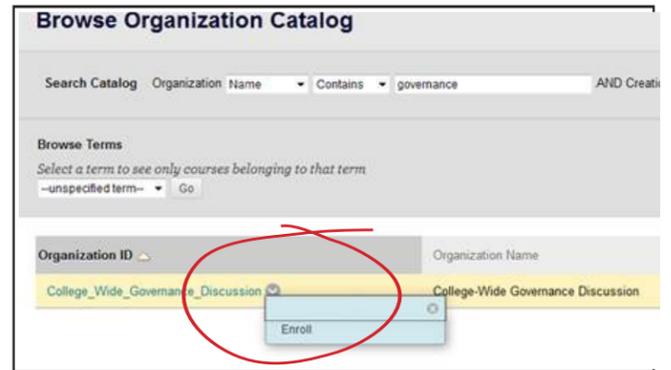
STEP 5a:

Type in the word **“governance”** into the search field



STEP 5b: Hover next to the **College Wide Governance Discussion** title under the Organization ID to find the **gray chevron/arrow**.

The **“Enroll”** option will appear. **Click** on the word **“Enroll.”**



STEP 5c: On the next screen you will be asked to **click on “OK”** on the bottom right side of your screen. You have now self-enrolled in the College-Wide Governance Discussion Blackboard Community.

STEP 6:

Click on the **START HERE** link on the left of the screen or go directly to the **Discussion Page**



STEP 7:

Click on the **Discussion Page** link on the left of the screen, then click on the topic under **“Forum”**: **“Post Feedback on the Governance Coordinating Body here”**



STEP 8:

Click on **Create Thread** to start your Post. Hit Submit when finished

