How To: Request a Cornell Blackboard GuestID

Users who do not qualify for a Cornell NetID (i.e. non-Cornell students) must create a GuestID account through Cornell in order to access Blackboard. The GuestID request form for Blackboard is available via the following link:

https://guestid.ad.cornell.edu/SelfRegistration.aspx?cust=1&grpname=cit-blackboard

The page appears as shown:

It is important to make sure the “Group Name” field says “cit-blackboard”. If it does not, please add it as shown above.

The “Purpose” field should contain the Course name of the Blackboard course (e.g. SPAN 2090) and instructor name.

After completing and submitting a form, you will receive an email with your GuestID and instructions on how to confirm your request. Follow the link provided in the email, which will take you to a page confirming your request.

You should receive another email confirming that your request has been approved within 3 business days. Once you’ve received this email, you can then create Blackboard account through Cornell at http://request.blackboard.cornell.edu
Select “GuestID” from the drop-down and then use your GuestID and the password you created in the request form to log into Blackboard. This creates your Blackboard account associated with your GuestID.

After creating your account, you will be able to log into Blackboard using the same GuestID as used above by visiting [http://blackboard.cornell.edu](http://blackboard.cornell.edu) and hitting the “LOGIN” button on the top left as shown below.