

CBA IT Department services

General Requirements:

Each student is required to acquire CBA username and password such as:

Username: fag334

Password: *****

The student should get the user account information from the Admission and Registration department.

This user account and password is used for all of the following: Opera Online, CBA's mail, CBA labs and the wireless network login, and Blackboard.

Note: For information in regards to Opera Online, please refer to the Admission and Registration Department.

Student shared folder:

Each student will have access to a shared folder in My Computer called "*Students Data*", where she can find student related documents and files including mail policies, Blackboard tutorials and others.

Student must login using her windows account to view these files.

Windows and mail accounts:

Steps to activate the windows (labs & library)and mail accounts:

1. Student must fill the student mail request form available in both the admission and registration department and the IT department.
2. Students submit mail request form to the IT department.

Mail policy:

1. Each student email address is in the form of: studentid@cba.edu.sa, for example, fag334@cba.edu.sa. Her password is the same Opera password.
2. To access the CBA mail from any place, use the browser to access: <http://mail.cba.edu.sa/exchange>
3. Each student has a capacity of 15 MB in her mail account, therefore, they should delete unneeded messages and empty the mail recycle bin periodically.
4. More details about the policy are found in the student data folder.

Important:

- 1) Please keep your password safe.
- 2) Please be advised, once you login in the labs or library, do not forget to log out. By forgetting to log out, you are jeopardizing your account privacy to be access by others.

Wireless Network:

CBA's building support wireless access to the network and the internet. Students could use their laptop anywhere in campus.

Wireless information:

SSID: CBASBWLAN

Network key: 35F068BB80

For any connectivity issues, contact the IT department.

Blackboard learning system:

This is the main system for communication between the faculties and the students through the courses. Students are able to contact the teacher, chat with their classmates, and acquire course materials such as the syllabus, PowerPoint presentations, smart board lectures, assignments and quizzes. The blackboard interface is easy to use;

An introduction to the use of Blackboard system is conducted in the lab of the course IT101. Also, Tutorials of using the blackboard are available in the student Data folder in my computer.

Access the blackboard:

<http://bb.cba.edu.sa>

Use your own Opera username and password to access your courses.

Contact Ms. Halah Nasseif for any Blackboard issues at halah@cba.edu.sa

IT contact:

IT department Location: Room : 203, first right by the stairs leading from the reception area

IT department personnel:

1. Eng. Reem AL-Malik – IT Director , reem@cba.edu.sa
2. Eng. Heba AL-Sahhar –IT Coordinator, heba@cba.edu.sa
3. Ms. Maryam Balbaid – Network administrator mbalbaid@cba.edu.sa
4. Ms. Halah Nasseif – E-learner Administrator, email: halah@cba.edu.sa