



## My Access—Instructor Login

The My Access - Instructor Login can be reached through the Instructor/Student Login area, found at the top right of the [www.learn.utoronto.ca](http://www.learn.utoronto.ca) website.

The screenshot shows the website's navigation bar with 'Student/Instructor Login' circled in red. The main content area is titled 'Student/Instructor Login' and is divided into two columns: 'Student Access' and 'Instructor Access'. In the 'Instructor Access' column, the 'My Access — Instructor Login' link is circled in red. Other visible links include 'UoFT Learning Portal — Student Login', 'Instructional & Classroom Support', and 'UoFT Learning Portal — Instructor Login'.

You may find useful information and forms in **Instructional and Classroom Support**, such as the Instructor Handbook, Administrative Guide, Express Course Management Checklist, Contact Details, and important Forms and Templates.

The **UoFT Learning Portal—Instructor Login** is where you access **Blackboard**, the Learning Management System used by the School. This is where you deliver your Online course, or where you post materials and communications for you In-class course.

**My Access—Instructor Login** is where you will be able to view and edit your personal information, and access your course management and timetable. The **Course Management** tab is where you will be able to access most of the course specific functions you will need such as: printing class lists, sending emails to students and entering your grades. You login to My Access—Instructor Login with your UTORid.

Before your course begins, please login to the **My Access—Instructor Login** and complete the following:

- Ensure your Biography and Profile information are up to date and correct.
- Print your class list and attendance sheet.
- Make note of your course location, listed in your Timetable.

Please note that if you have forgotten the password you created, you must visit the [Information Commons Help Desk](#) at Robarts Library, located at 130 St. George Street in person if you live in the Toronto Area or telephone (416) 978-4357 if you are farther afield.