

myTAYLOR Logon Instructions

Log onto myTAYLOR

- Browse to <http://my.taylor.edu>
- Type your Taylor username and password
 - Student usernames are based on *firstname_lastname*. Use the 'preferred' first name you provided when you registered. (i.e. jim_smith or james_smith).

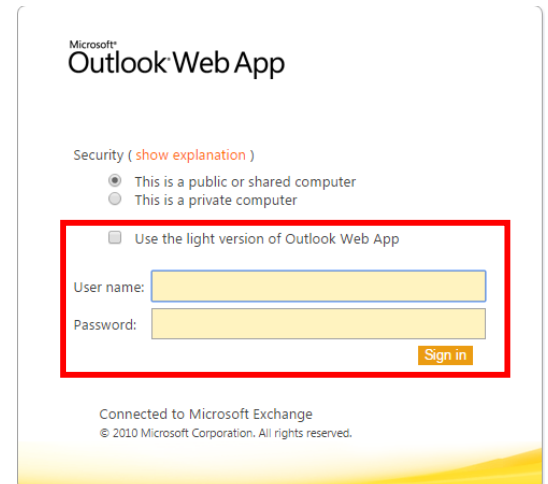
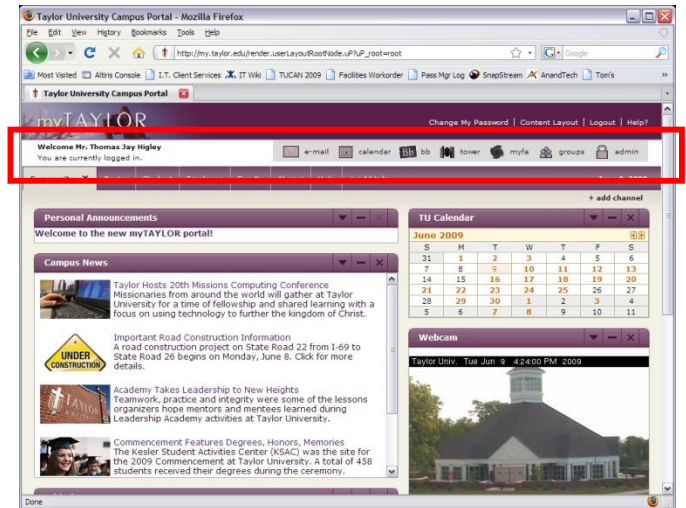
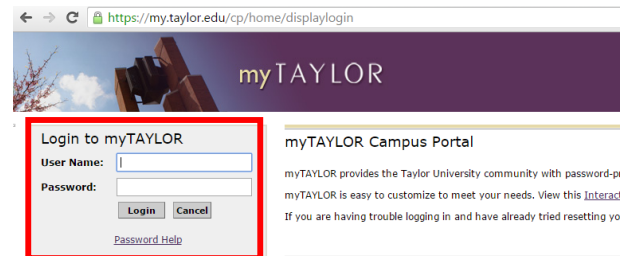
IMPORTANT! myTAYLOR will temporarily lock you out after six failed attempts. If you get locked out, wait five minutes, and try again.

Locate the Links Bar

- Email
- Calendar
- Blackboard
- TOWER
- FinAid
- Groups

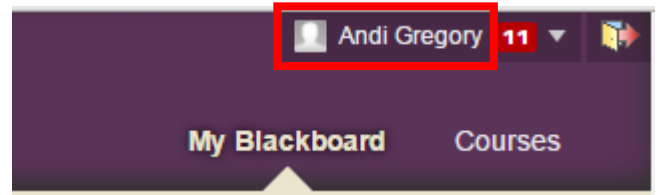
Email

- Click the **Email** button in the Links Bar
 - If prompted, enter your Taylor username & password.



Blackboard

- Click the Bb button in the Links Bar
- Verify that Blackboard welcomes you by name
- DO NOT log off of Blackboard, close the Blackboard tab, and log out of myTAYLOR instead.



Log out of myTAYLOR

- Click Logout

