



How to Setup Your Vikeconnect, Blackboard & Web Mail

Office of Admissions • 1507 So McKenna • Poteau, OK 74953 • 918-647-1300 voice • 918-647-1306 fax



1 Once the CASC ID# in known, students may set up their CASC VIKECONNECT account and view their course schedule, unofficial transcript, etc., on-line. Go to:

- www.carlalbert.edu
- click on **VIKECONNECT** and then on **“Reset Password”**
- in dialogue box, create **PASSWORD** and identification questions
- a second dialogue box will appear with your **USERNAME**
- enter USERNAME & PASSWORD in to VIKECONNECT
- Why important? Grades are not mailed; instead, students are expected to check their VIKECONNECT (on-line account) to verify their enrollment, check final grades, and print unofficial transcript.
- Still need help? You may view the YOUTUBE “how to...” tutorials available on this VIKECONNECT entry page.



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2 Students use this same username & password to access **Blackboard** and CASC email. Go to:

- www.carlalbert.edu
- click on **VIKECONNECT** and then on **“Blackboard”**
- This feature is valid for those enrolled in web courses. Courses will appear on their Blackboard account with successful enrollment into the course.
- Students enrolled into online web courses may not have Blackboard course viewing access until the first day of their class.
- Still need help? You may view the YOUTUBE “how to...” tutorials available on this VIKECONNECT entry page.



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3 Students use this same username and password to access **CASC’s student email**. Go to:

- www.carlalbert.edu
- click on VIKECONNECT and then on **“Student CASC Web Mail”**
- Enter Username and click on Next
- Why important? All billing, financial aid notices, housing, scholarship, etc “mail” is sent to the student’s web mail account. The college is mostly “paper-less” and expects all students to check their “mail”.
- Still need help? You may view the YOUTUBE “how to...” tutorials available on this VIKECONNECT entry page.



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Commonly Requested Telephone Numbers

918-647-1300	Office of Admissions	918-647-1390	Viking Bookstore Poteau
918-647-1343	Office of Financial Aid	918-775-6977	Viking Bookstore Sallisaw
918-647-1325	Business Office Cashier	918-647-1200	Operator, Poteau Campus
918-647-1393	Veterans Certification	918-775-6977	Operator, Sallisaw Campus

Blackboard issues contact 918-647-1388
 IT Helpdesk (go to www.carlalbert.edu > click on VIKECONNECT and "OS Support Ticket")
 Campus Directory (go to www.carlalbert.edu > click on "Home" icon for instructor contact information)