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Blackboard Faculty FAQs

Topic: Blackboard Personal Information

<p>Question: How do I update my Email address in Blackboard?</p>	<p>Question: How do I change my password in Blackboard?</p>
<p>Answer:</p> <ol style="list-style-type: none">1. Login to Blackboard (Bb). Select Personal Information to the left under Bb Tools.2. Select Edit Personal Information.3. Click in the text box next to Email, then <u>enter in one preferred Email address</u>. <p><i>Note: Blackboard will accept only one preferred Email address. This is used for accessing Email initiated in Bb.</i></p> <ol style="list-style-type: none">4. Scroll Down. Click Submit. <p><i>Note: The User Information Update message is displayed with a date/time stamped message to indicate the update is successful.</i></p> <ol style="list-style-type: none">5. Click OK. Click OK to be taken back to your Bb personalized portal page to access your course/s.	<p>Answer:</p> <ol style="list-style-type: none">1. Login to Blackboard (Bb). Select Personal Information to the left under Bb Tools.2. Select Change Password.3. Click in the text box next to Password, then <u>enter in your New Password</u>. <p><i>Note: Select a Password between 4 – 10 characters. You may use numbers or letters, omitting any spaces between the characters.</i></p> <ol style="list-style-type: none">4. Enter in your Password again in the text box next to Verify Password.5. Click Submit. <p><i>Note: The User Information Update message is displayed with a date/time stamped message to indicate the update is successful.</i></p> <ol style="list-style-type: none">6. Click OK. Click OK to be taken back to your Bb personalized portal page to access your course/s. <p><i>Note: Your password is now updated for login to Bb. It remains as your Password until you change it.</i></p>

For Further Support Please Contact

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