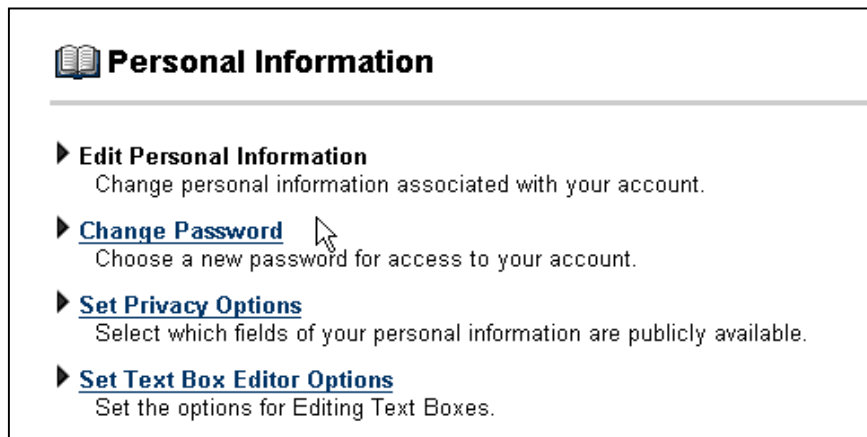


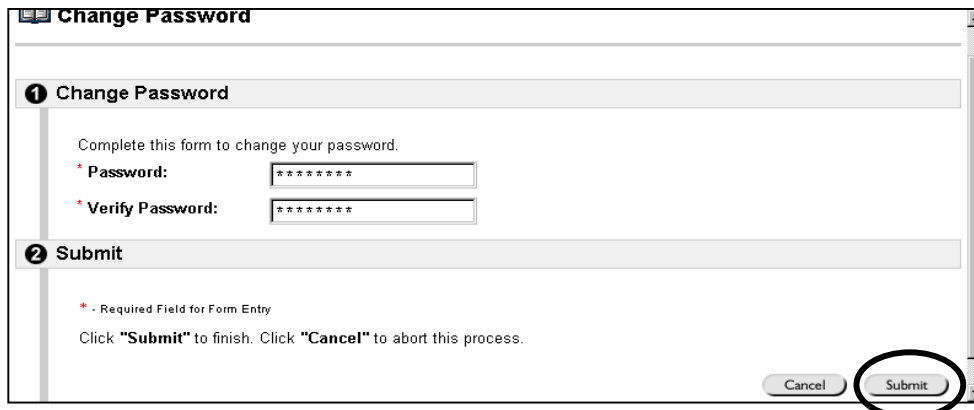
Changing Your Blackboard Password

After logging into Blackboard, it is highly recommended that you change your password from the My Institution page.

1. Click on **Personal Information** link located on the left side of the screen in the tools area.
2. Select the **Change Password** option.



3. Enter your new password in the **Password** box and then re-enter it in the **Verify Password** box.
4. Click on the **Submit** button located in the lower right corner of the screen.



The screenshot shows the 'Change Password' form. At the top, there is a header 'Change Password' with a book icon. Below the header, there is a section titled '1 Change Password' with the instruction 'Complete this form to change your password.' There are two required fields: '* Password:' and '* Verify Password:', both containing asterisks. Below these fields is a section titled '2 Submit' with the instruction 'Click "Submit" to finish. Click "Cancel" to abort this process.' At the bottom right, there are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is circled in red.

You will then receive confirmation that the password was updated:



The screenshot shows a confirmation message titled 'Change Password' with a book icon. The message reads: 'User updated Password successfully updated.' Below the message, there is a timestamp: '2001-10-19 3:49:22 PM'. At the bottom right, there is an 'OK' button.

5. Click on the **OK** button located in the lower right corner of the screen.
6. Click on the **OK** button one more time to return to the main screen.