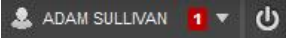
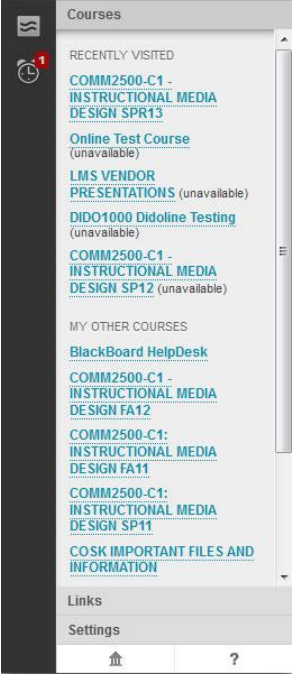
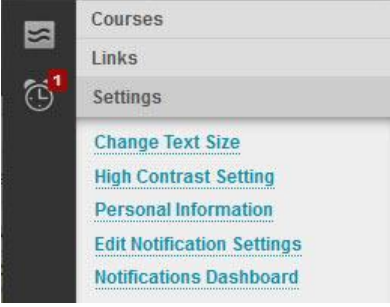

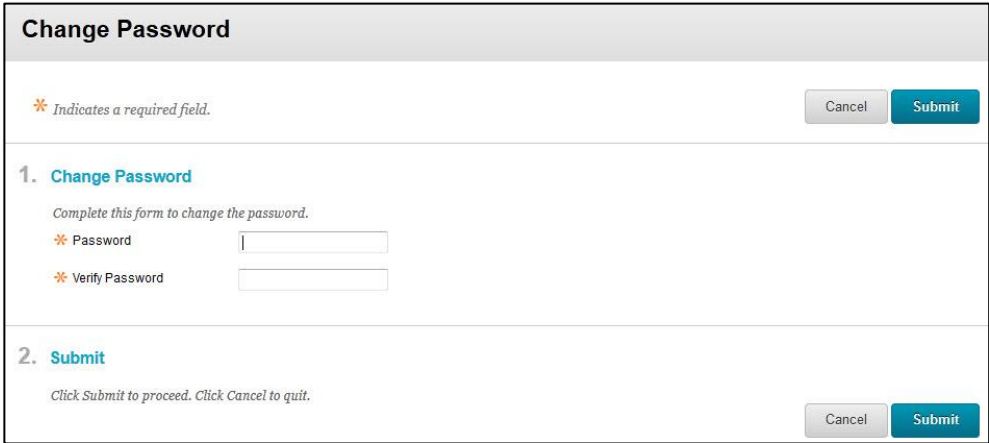



Changing Passwords in Blackboard

This work instruction provides detailed instructions on how to change passwords in Blackboard. This work instruction assumes that the user is logged in to Blackboard and on the Home tab.

1.	 Click the <YourName> drop-down menu in the upper-right of the screen.
	<p>The Personal Settings menu displays.</p> 
2.	Click the Settings menu option.
	<p>The Settings menu displays.</p> 
3.	Click the Personal Information link.
	The Personal Information page displays.

Changing Passwords in Blackboard

	
4.	Click the Change Password link.
	<p>The Change Password page displays.</p> 
5.	In the Password field, enter a new password.
6.	In the Verify Password field, re-enter the password.
	<p><i>IMPORTANT NOTE:</i> Passwords in Blackboard cannot contain special characters. Passwords can only contain lowercase and capital letters and numbers.</p>
7.	 Click the Submit button. The password is successfully changed.