

Blackboard Tutorial

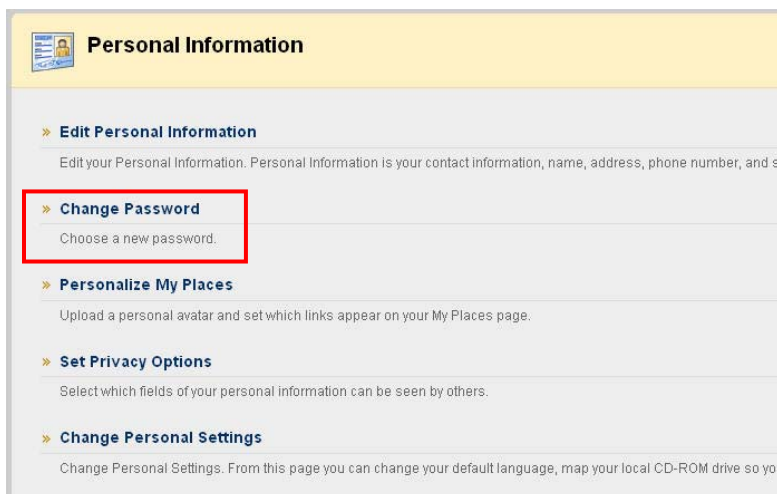
Changing your Password

First, you must get into your account using your old password, or the one given to you by Instructional Technology. If you don't have either, contact Instructional Technology at instructionaltech@anselm.edu or by calling 641-7311 (*7311 on campus).

In the My Institution tab, you will see several sections such as My Courses, My Announcements, etc. On the left side of the screen, you should see the Tools section (shown to the right). Select Personal Information.



This will take you to a page with several different options to modify the details of your Blackboard account. Choose the second one down, Change Password.



You do not need to type in your old password or any other information; simply type in the new one in each box and hit Submit. Keep in mind, your password is case sensitive and should be kept private.

* Indicates a required field.

1. Change Password
Complete this form to change the password.

* Password

* Verify Password