How to Change Your Password in Blackboard

Step 1 Click the “My Institution” tab.

Step 2 Under “Tools”, click “Personal Information”.

Step 3 Click “Change Password”.

Step 4 Type a new password:
   a. at least eight (8) characters
   b. including three of the following categories:
      1. UPPER CASE
      2. lower case
      3. Numbers (0-9)
      4. Symbols (#, %, @, &, etc.)
   Verify the password.

Step 5 Click “Submit”.

If your password is accepted, you will get this message. If not, the system will prompt you to try again.

Your password has been successfully changed. Login to the system with your new password.