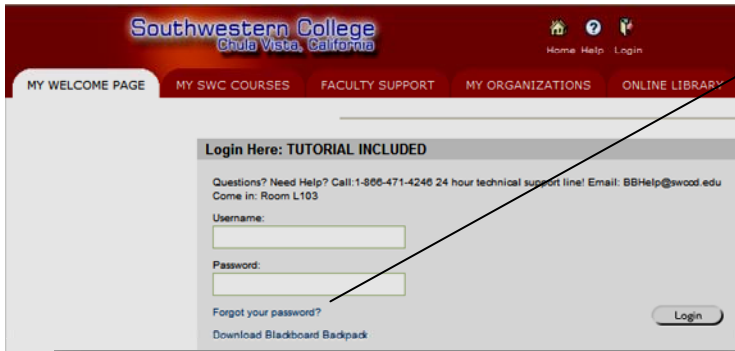


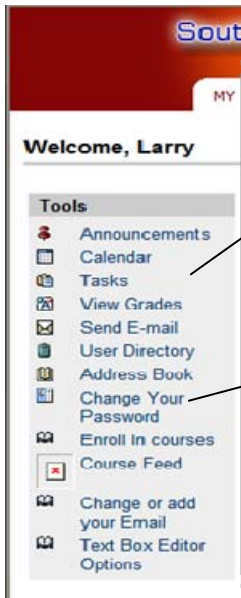
Changing your Blackboard Password


Changing your password can prevent students from malicious entry into your courses as you. After you login the first time, it is advisable to change the password. The best combination is alphanumeric (ex. 44tt44) **Note:** This procedure will **only** change your Blackboard password, not your SWC login or your SWC mail passwords.

Step 1: Login to Blackboard as usual.

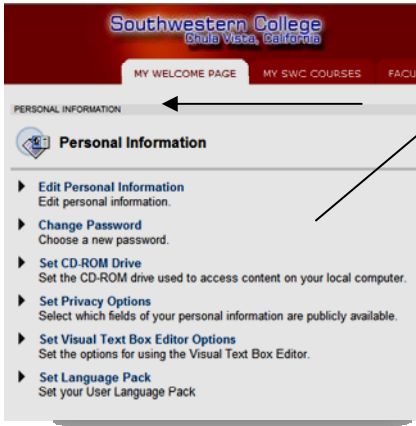


Step 2: Click on the **Change Your Password** link



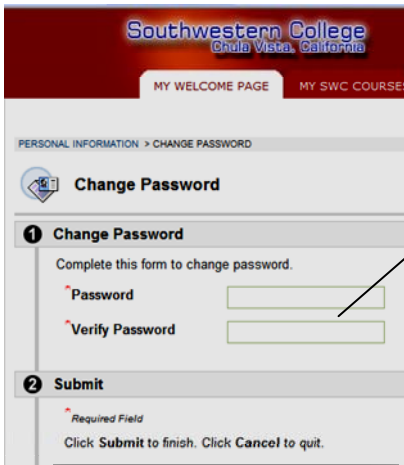
- **Announcements:** View the announcements for all the courses
- **Calendar:** View your personal Blackboard Calendar.
- **Tasks:** View your course tasks
- **View Grades:** N/A
- **Send E-mail:** Sends email to a **single user** or **select users** in a specified course.
- **User Directory:** Search for other Blackboard Users
- **Address book:** Store e-mail address 
- **Change Your Password:** Change address, privacy options and password
- **Change or add your email:** Takes you to the Web Advisor page to add or change your email address
- **Text Box Editor Options:** When using Microsoft VISTA operating system this must be made unavailable

Step 3: Click on **Change Password**



Edit Personal Information: Do NOT use this option because Web Advisor will overwrite any information within an hour

- **Change Password:** Allows you to change your password
- **Set CD-ROM Drive:** Allows you to set what drive indicator your CDROM player/recorder is on your computer (not often used)
- **Set Privacy Options:** Allows you to specify what parts of your personal information you want others to see.
- **Set Visual Text Box Editor Options:** Same as above
- **Set Language Pack:** Several language preferences are available, choose one and the course content will be shown in that language. If you do not enforce the language pack then students can override it with their own



Type your password into BOTH boxes to ensure accuracy. TIP: change your password each term and use complex ones with numbers and capitals and to make it easier use sentences such as, "Iwillbe23" for your next birthday or anything you can remember.

Step 4: Type your new password into both boxes, and click the **submit** button

Submit