

# How to Change Your Password and Edit Personal Information in Blackboard

If you forget your Blackboard password, you can contact the Blackboard Administrator at [blkboard@hagerstowncc.edu](mailto:blkboard@hagerstowncc.edu) to reset your password to the default, or use the "Forgot your password?" link on the Blackboard login page to request assistance. Using this link, you will be prompted to fill out a form that upon submission will generate an email to the address listed for you in the Blackboard system. HCC credit students' default address is their HCC student email address. The First Name and Last Name fields in this form are case sensitive. The default format for these areas is title case. For example, if she had not made a change to these fields, Janice Jones would type Janice Jones, not JANICE JONES or janice jones into these areas.

The image shows two parts of the Blackboard interface. On the left is the login page with a 'Have an Account? Login Here.' header. It contains instructions for logging in, fields for 'USERNAME:' and 'PASSWORD:', a 'Forgot your password?' link, and a 'Login' button. A red arrow points from the 'Forgot your password?' link to the 'Lost Password' form on the right. The 'Lost Password' form has a title 'Lost Password' and two sections: '1 Find User With User Name' and '2 Find User(s) With Email'. Each section includes instructions and input fields for 'First Name', 'Last Name', and 'User Name' (or 'Email' in the second section).

## Personal Information – Changing Your Password

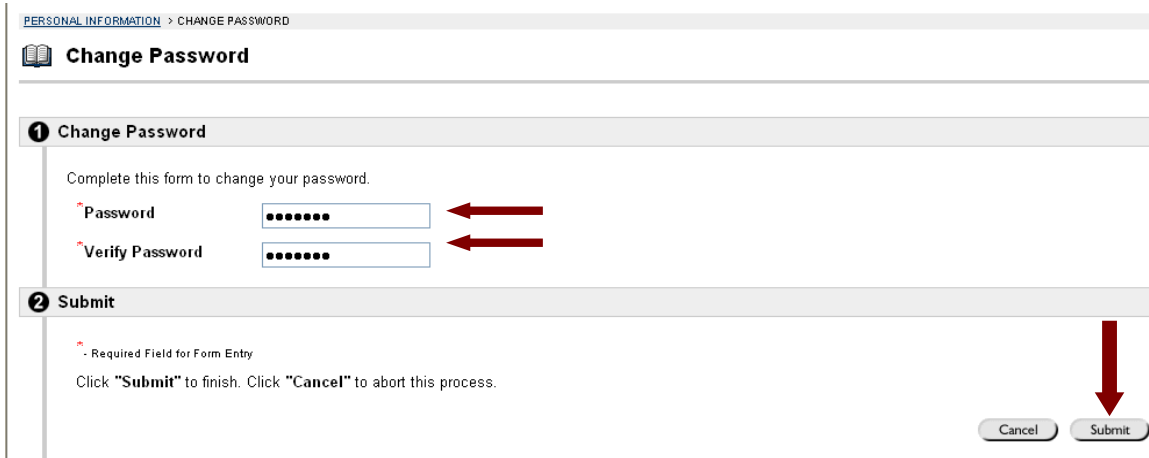
**Step 1:** To change your password or edit your personal information in Blackboard, click the Personal Information link (from the Tools box on the My Institution screen) after logging in to Blackboard.

The image shows the 'My Institution' screen in Blackboard. At the top is the 'Hagerstown Community College' header with navigation links for 'Home', 'Help', and 'Logout'. Below the header is a 'Tools' box on the left with a red arrow pointing to the 'Personal Information' link. The main content area is titled 'Welcome, HCC Student' and contains several widgets: 'My Announcements' (with a link to 'Blackboard Upgrade/Down Time'), 'My Calendar' (stating 'No calendar events have been posted today.'), 'My Courses' (listing 'SOC-101 Introduction to Sociology'), and 'My Tasks' (stating 'No tasks due.').

**Step 2:** To change your password, click the Change Password link.

The image shows the 'PERSONAL INFORMATION' page in Blackboard. It features a 'Personal Information' header with a book icon. Below the header is a list of links: 'Edit Personal Information' (with a description 'Change personal information associated with your account.'), 'Change Password' (with a description 'Choose a new password for access to your account.'), and 'Set Text Box Editor Options' (with a description 'Set the options for Editing Text Boxes.'). The 'Change Password' link is circled in red.

**Step 3:** Type your new password in the Password and Verify Password fields. Passwords are case sensitive, so when using text, be sure to remember what case you used to enter your password. Click the Submit button to save your work when you are finished. Click Cancel if you do not want to save your changes.



PERSONAL INFORMATION > CHANGE PASSWORD

### Change Password

**1 Change Password**

Complete this form to change your password.

• Password

• Verify Password

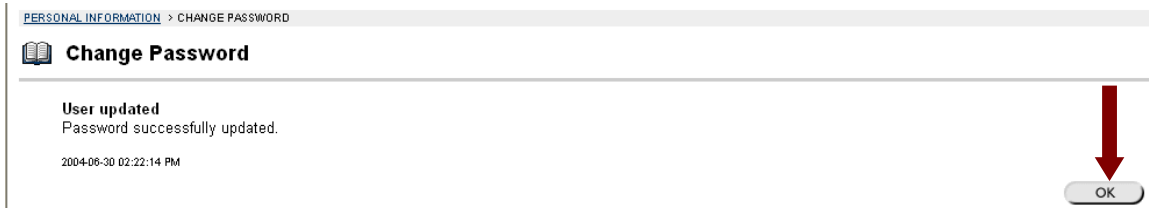
**2 Submit**

• Required Field for Form Entry

Click "Submit" to finish. Click "Cancel" to abort this process.

Cancel Submit

**Step 4:** If you submit changes, you should get a confirmation that your password has been successfully updated. Click OK to complete the submission process and return to the Personal Information page.



PERSONAL INFORMATION > CHANGE PASSWORD

### Change Password

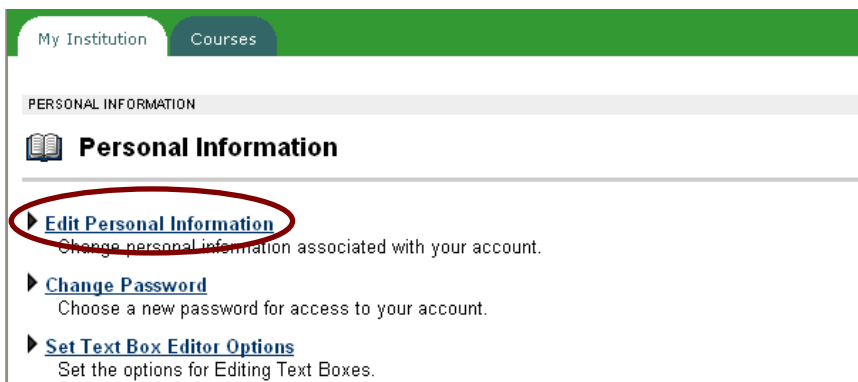
User updated  
Password successfully updated.

2004-08-30 02:22:14 PM

OK

## Personal Information – Verify Email Address

**Step 1:** To update or edit your personal information in the Blackboard system, click the Edit Personal Information link.



My Institution Courses

PERSONAL INFORMATION

### Personal Information

- ▶ [Edit Personal Information](#)  
Change personal information associated with your account.
- ▶ [Change Password](#)  
Choose a new password for access to your account.
- ▶ [Set Text Box Editor Options](#)  
Set the options for Editing Text Boxes.

**Step 2:** From the Edit Personal Information page, you can verify that your First Name, Last Name and E-mail address are correct. These three areas are the only necessary fields in this form. Please Note: Any changes made from this screen will affect your information for the entire Blackboard system. HCC cannot guarantee delivery to off-campus e-mail systems.

PERSONAL INFORMATION > EDIT PERSONAL INFORMATION

### Edit Personal Information


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**1 Personal Information**

First Name	<input type="text" value="HCC"/>
Middle Name	<input type="text"/>
Last Name	<input type="text" value="Student"/>
E-mail	<input type="text" value="hccstudent@hagerstown"/>
Student ID	<input type="text"/>

**2 Other Information**

Gender	<input type="text" value="Not Disclosed"/>
Birthdate	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>




When you have verified your personal information, use the scroll bar on the right side to move to the bottom of the form. (This can be done by clicking your mouse pointer on the scroll bar and dragging it toward the bottom of the screen.) At the bottom of the form, click the Submit button to save your work or click Cancel if you do not want to save your changes.

Work Phone	<input type="text"/>
Work Fax	<input type="text"/>
Mobile Phone	<input type="text"/>

**3 Submit**

\* Required Field for Form Entry  
Click "Submit" to finish. Click "Cancel" to abort this process.



**Step 3:** If you submit changes, you should get a confirmation that your user information has been successfully updated. Click OK to complete the submission process and return to the Personal Information page.

PERSONAL INFORMATION > EDIT PERSONAL INFORMATION

### Edit Personal Information

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**User updated**  
Name: HCC Student  
E-mail: hccstudent@hagerstowncc.edu  
User Name: hccstudent

2004-06-30 02:47:40 PM

