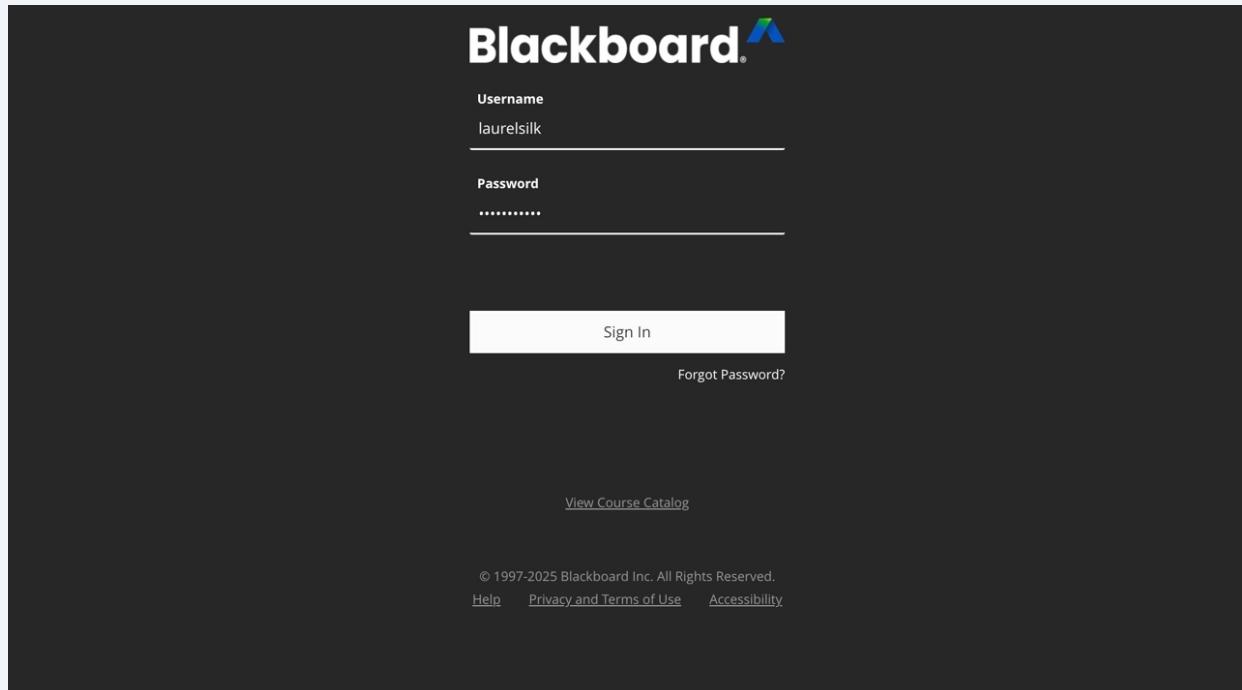
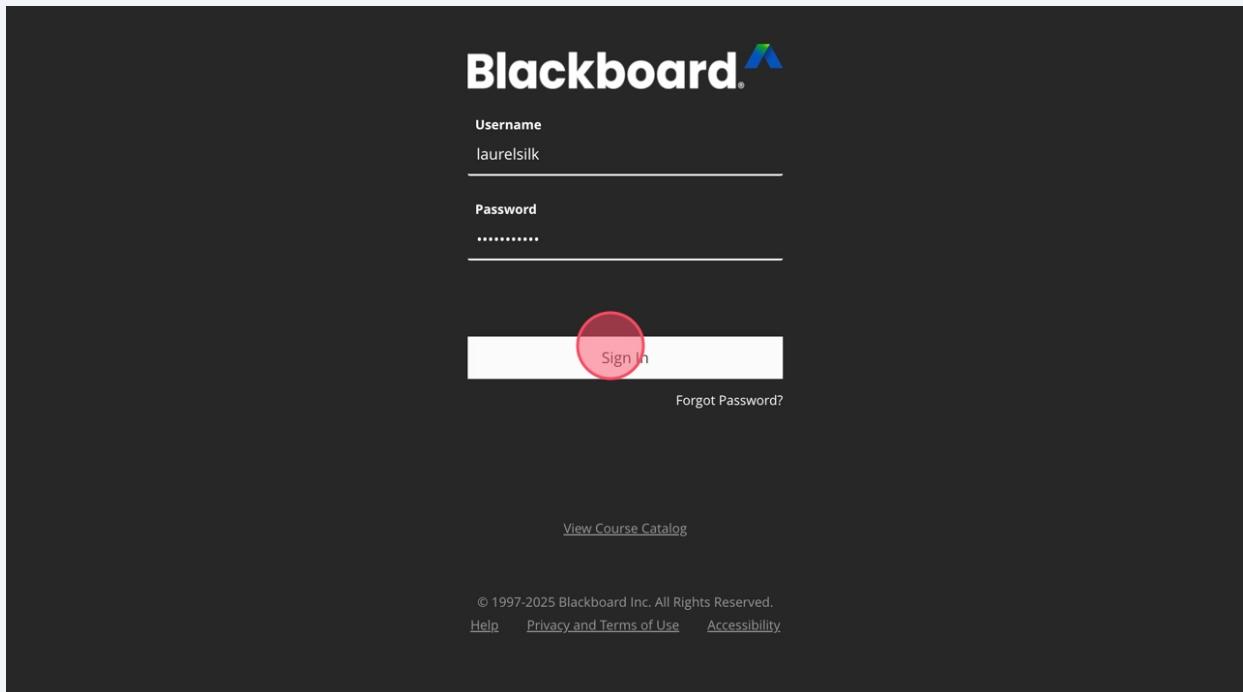


How to Change Your Password and Profile Picture

- 1 Navigate to <https://ihs.blackboard.com/>



2 Enter your Username and Password and Click "Sign In"



3 Click on your Name/Username in the upper left menu

A screenshot of the Blackboard Courses page. The left sidebar has a dark background with white icons and text. The 'Courses' icon is highlighted with a purple bar. The 'Courses' link is also purple. Other links in the sidebar include 'Activity', 'Calendar', 'Grades', 'Tools', and 'Sign Out'. The main content area has a light background. At the top is the Blackboard logo. Below it is a 'Courses' heading. On the left is a sidebar with 'Search your courses', 'Terms' (set to 'All Terms'), 'Filters' (set to 'All courses'), and a '25 items per page' dropdown. Below this is a 'Others' section. It shows a card for 'CHR I: Foundations' with a yellow vertical bar on the left. The card includes the text 'Open · Start now | More info' and a star icon. The page number '2' is in the bottom right corner.

4 Click "Change password"

Laurel Silk

Basic Information

Full Name Laurel Silk

Email Address laurelsilk@myyahoo.co m

Password [Change password](#)

System Settings

Language English (United States)

Privacy Settings Only instructors can view my profile information

Global Notification Settings Stream notifications

Email notifications

Push notifications

5 Enter your Old Password, then Click the "New Password" field. Note the password requirements.

Change Password

You can change your Blackboard Learn system password here.

Your password is case sensitive and must meet the requirements listed below.

* Old Password

.....

* New Password

.....

New Password must:

① Be Between 12 - 100 characters
② Contain at least one special character (~!@#\$%^&* _+=` |(){};:"<,>,.?/)
③ Contain at least one number (0-9)
④ Not match common profile fields

* Confirm New Password

.....

① Must match new password above

6 Confirm your password again and then Click "Save"

Full Name Laurel Silk

Email Address laurelsilk@myyahoo.co
m

Password [Change password](#)

Additional Information

Gender Female

Education Level [Add education level](#)

Contact Information

Mailing Address [Add mailing address](#)

Phone Number [Add phone number](#)

Old Password
.....

New Password
.....

New Password must:
 Be Between 12 - 100 characters
 Contain at least one special character (~!@#\$%^&* _+=` |{}[];:"<,>.,?)
 Contain at least one number (0-9)
Not match common profile fields

Confirm New Password
.....

Must match new password above

Save

7 Double check to make sure both of the New Passwords match and then Click "Save"

Full Name Laurel Silk

Email Address laurelsilk@myyahoo.co
m

Password [Change password](#)

Additional Information

Gender Female

Education Level [Add education level](#)

Contact Information

Mailing Address [Add mailing address](#)

Phone Number [Add phone number](#)

Old Password
.....

New Password
.....

New Password must:
 Be Between 12 - 100 characters
 Contain at least one special character (~!@#\$%^&* _+=` |{}[];:"<,>.,?)
 Contain at least one number (0-9)
Not match common profile fields

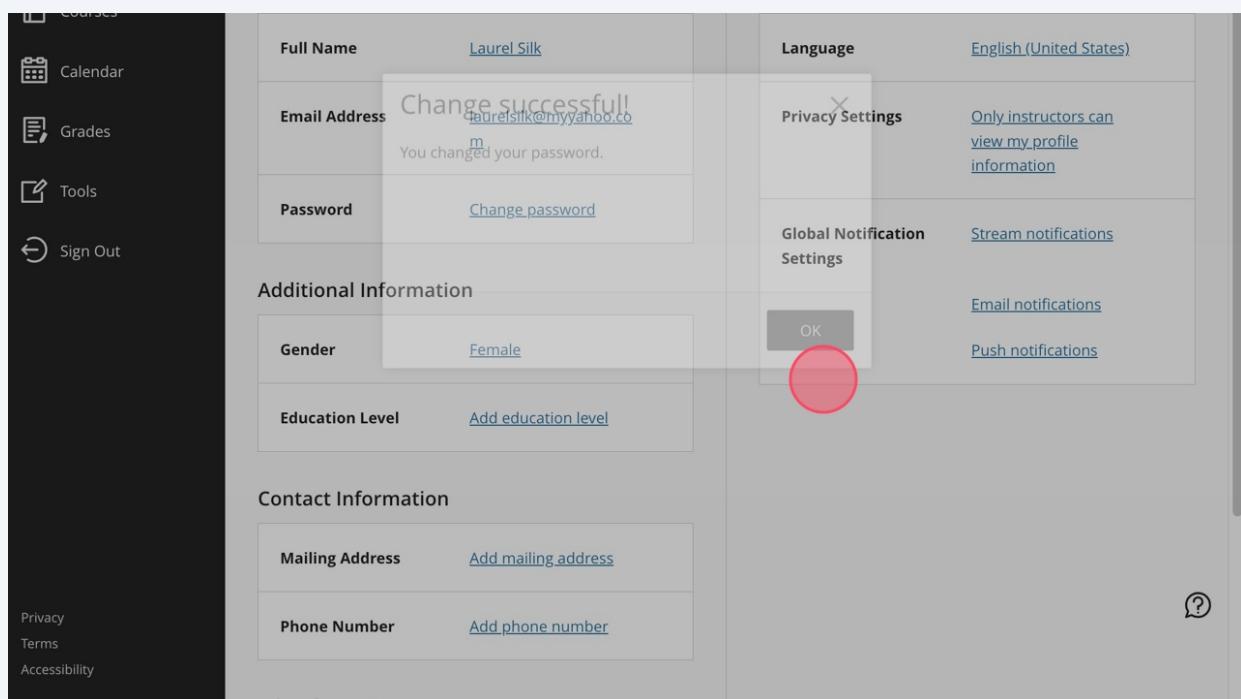
Confirm New Password
.....

Must match new password above

Save

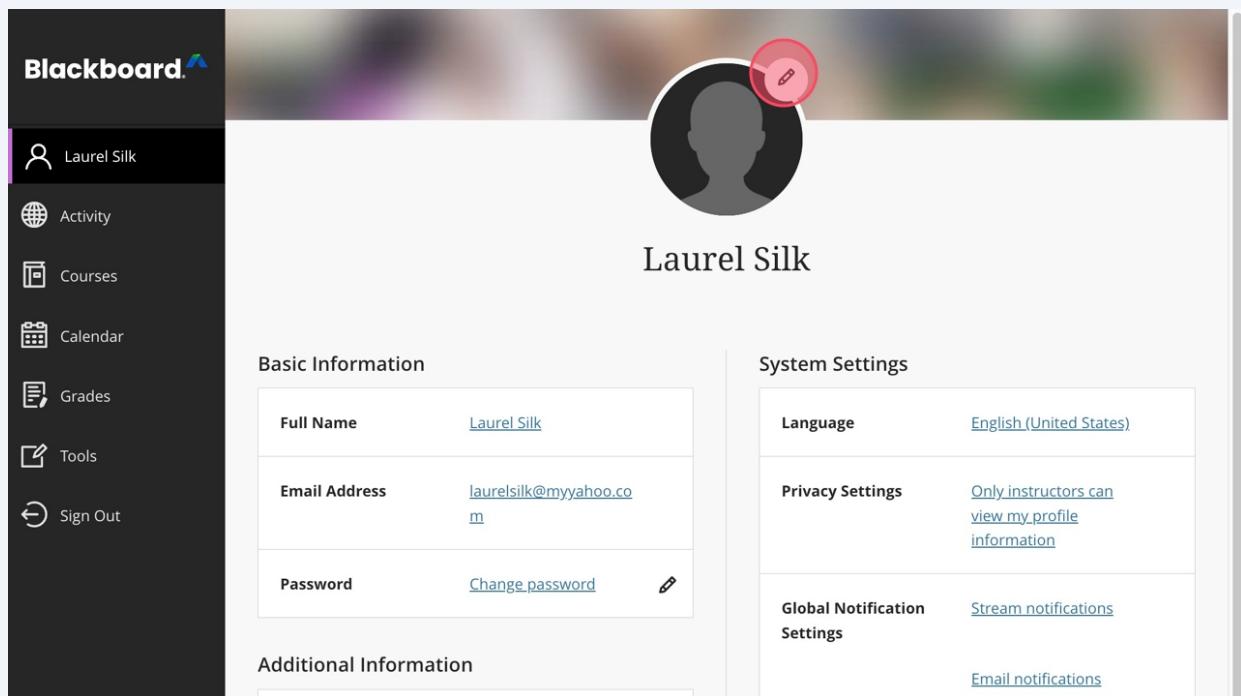
8

You will see a pop up box that says the Change Successful! Click OK.



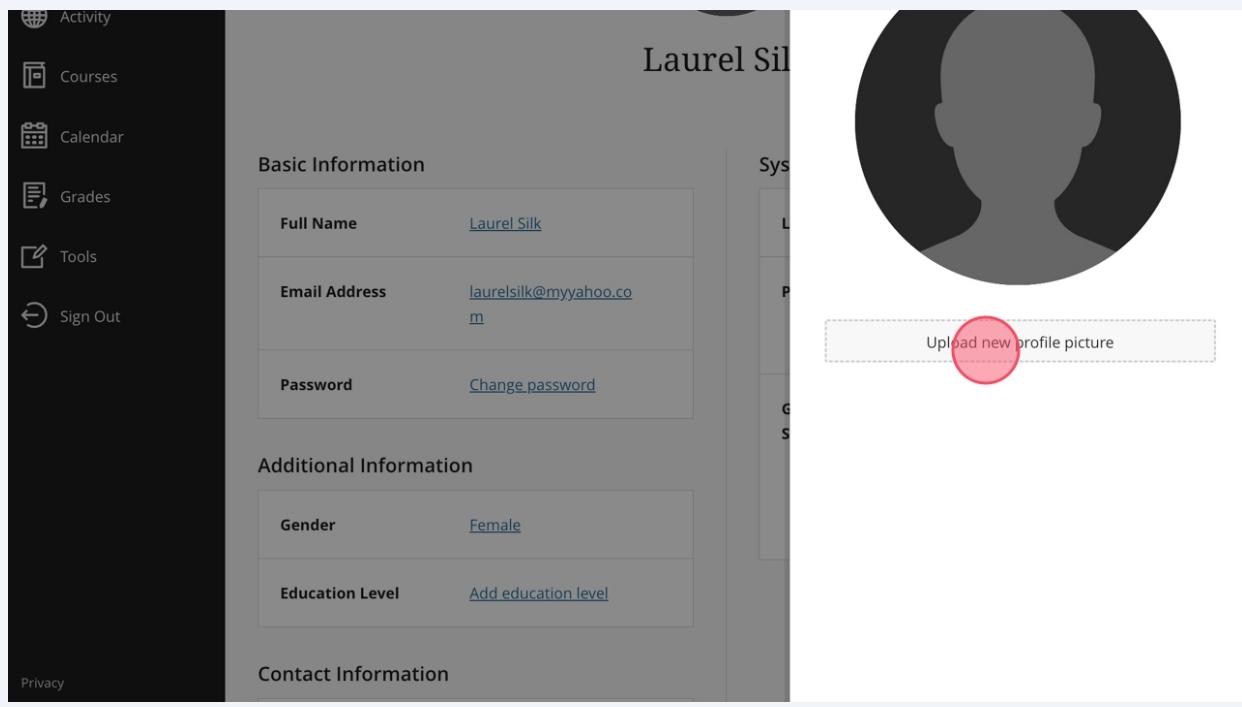
9

To change your profile picture hover over the image placeholder until the pencil icon appears. Then Click the pencil icon.



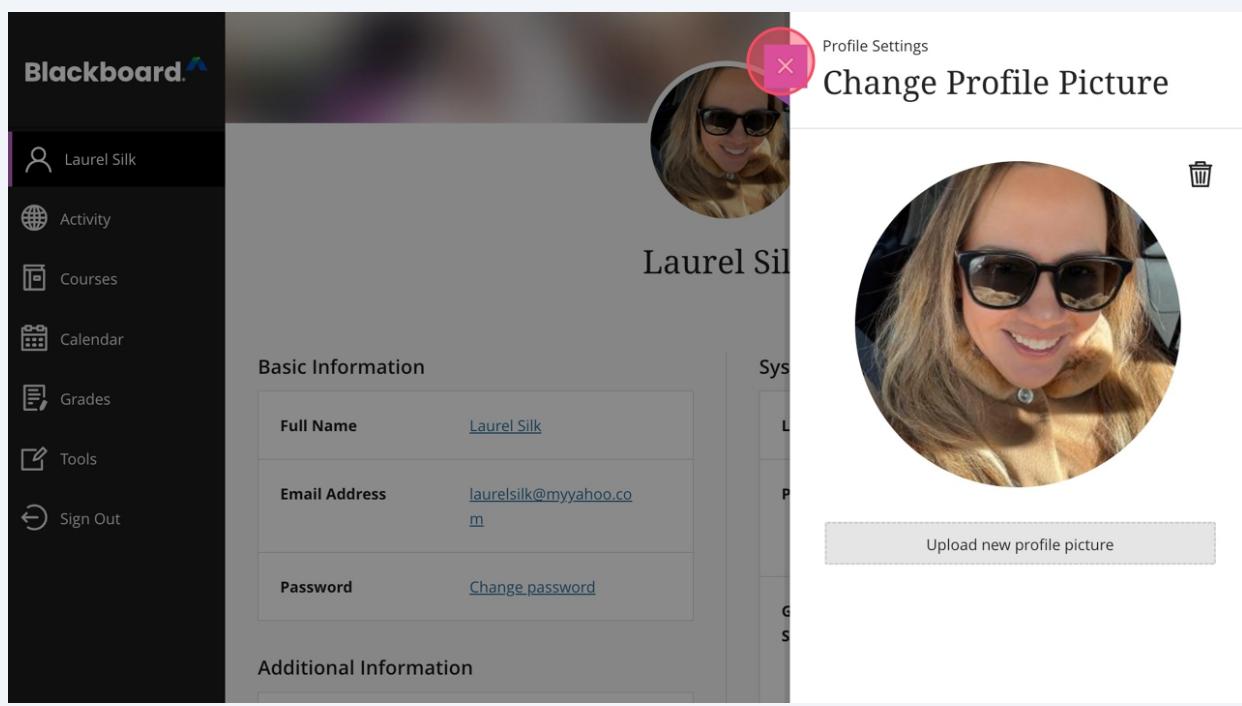
10

Click "Upload new profile picture". You will be able to navigate to your photos or desktop. Then upload the photo.

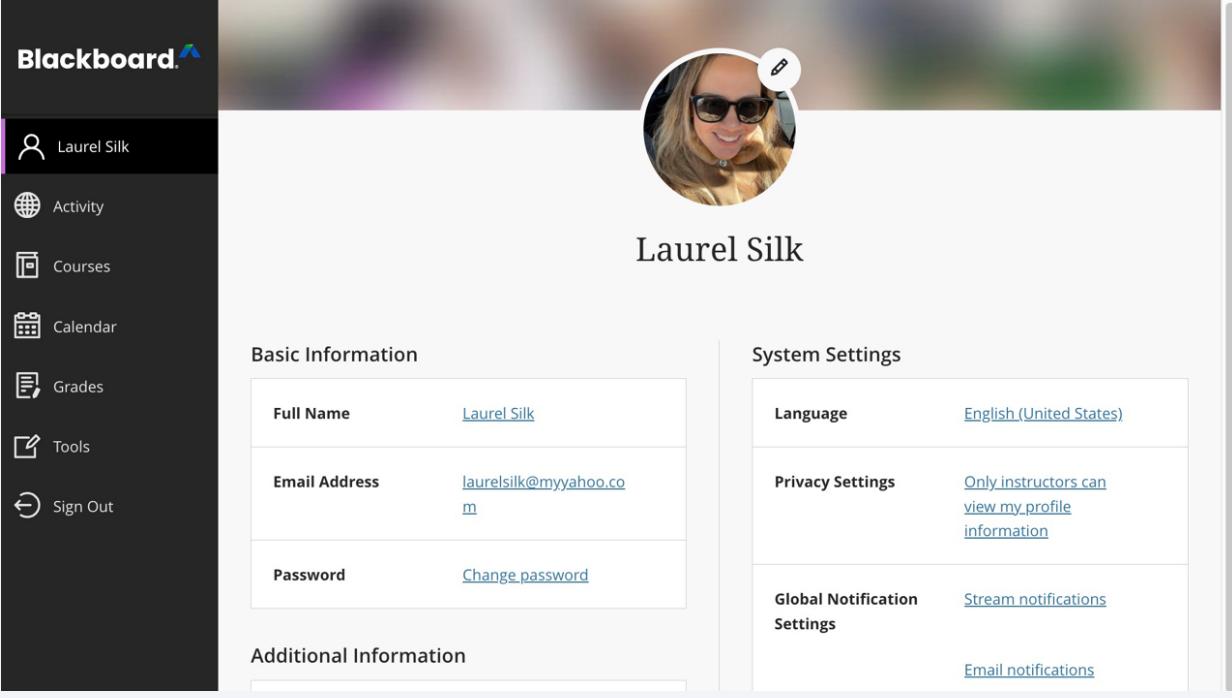


11

It might take a few moments for your profile photo to upload. Once it is complete then click the X button to close the window.



12 Your new profile image will now appear.



The screenshot shows the Blackboard user profile page. On the left is a dark sidebar with the Blackboard logo and navigation links: Activity, Courses, Calendar, Grades, Tools, and Sign Out. The main area displays a blurred background image of a person with a circular edit icon overlaid. Below the image is the name "Laurel Silk". The page is divided into sections: "Basic Information" and "System Settings". Under "Basic Information", there are fields for Full Name (Laurel Silk), Email Address (laurelsilk@myyahoo.co m), and Password (Change password). Under "System Settings", there are fields for Language (English (United States)), Privacy Settings (Only instructors can view my profile information), and Global Notification Settings (Stream notifications, Email notifications).

Basic Information	
Full Name	Laurel Silk
Email Address	laurelsilk@myyahoo.co m
Password	Change password

System Settings	
Language	English (United States)
Privacy Settings	Only instructors can view my profile information
Global Notification Settings	Stream notifications Email notifications