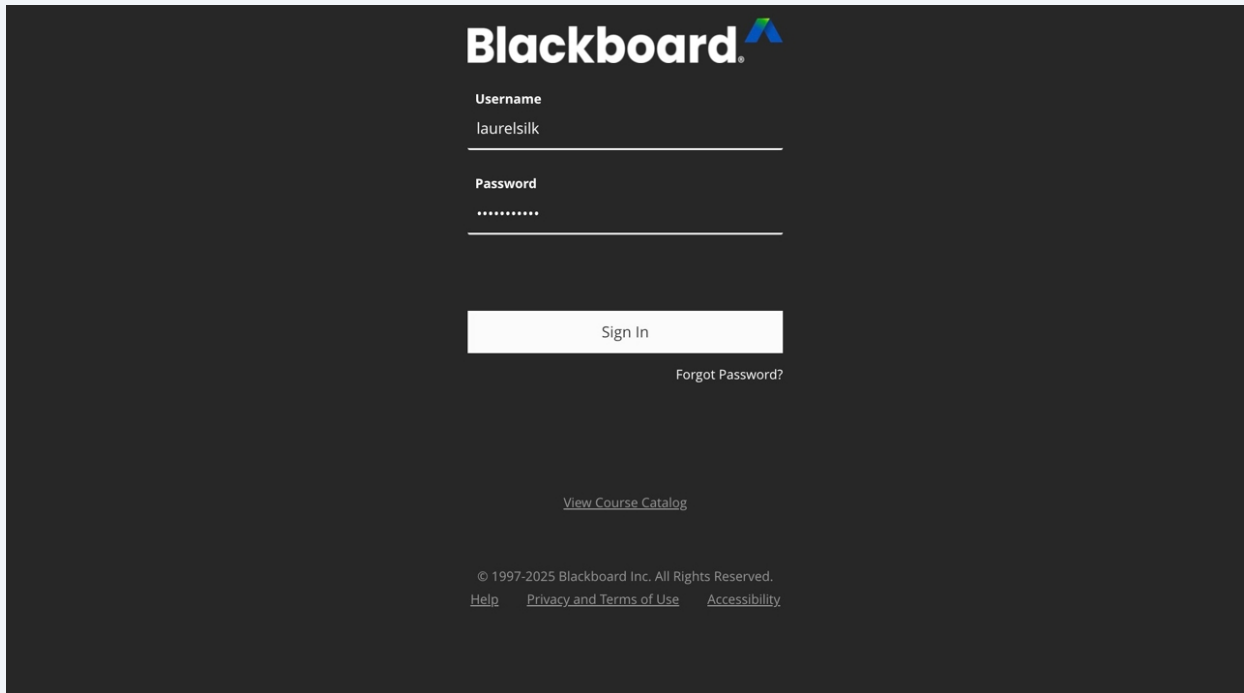


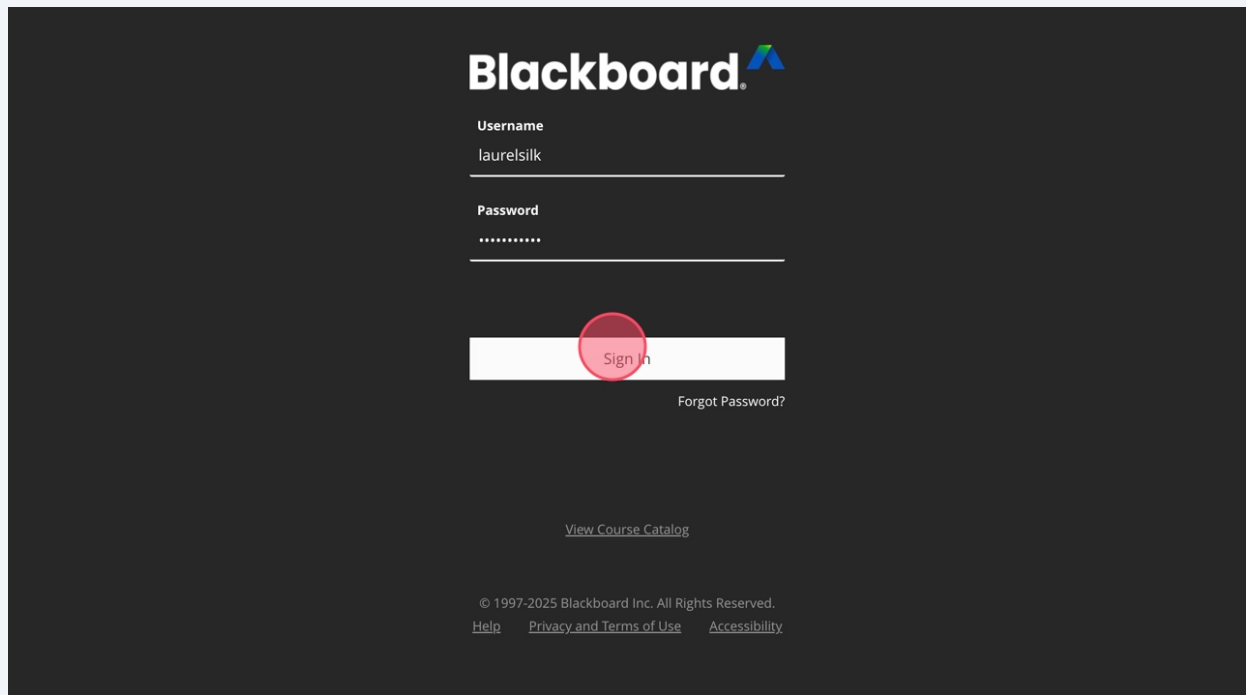
How to Change Your Password and Profile Picture

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



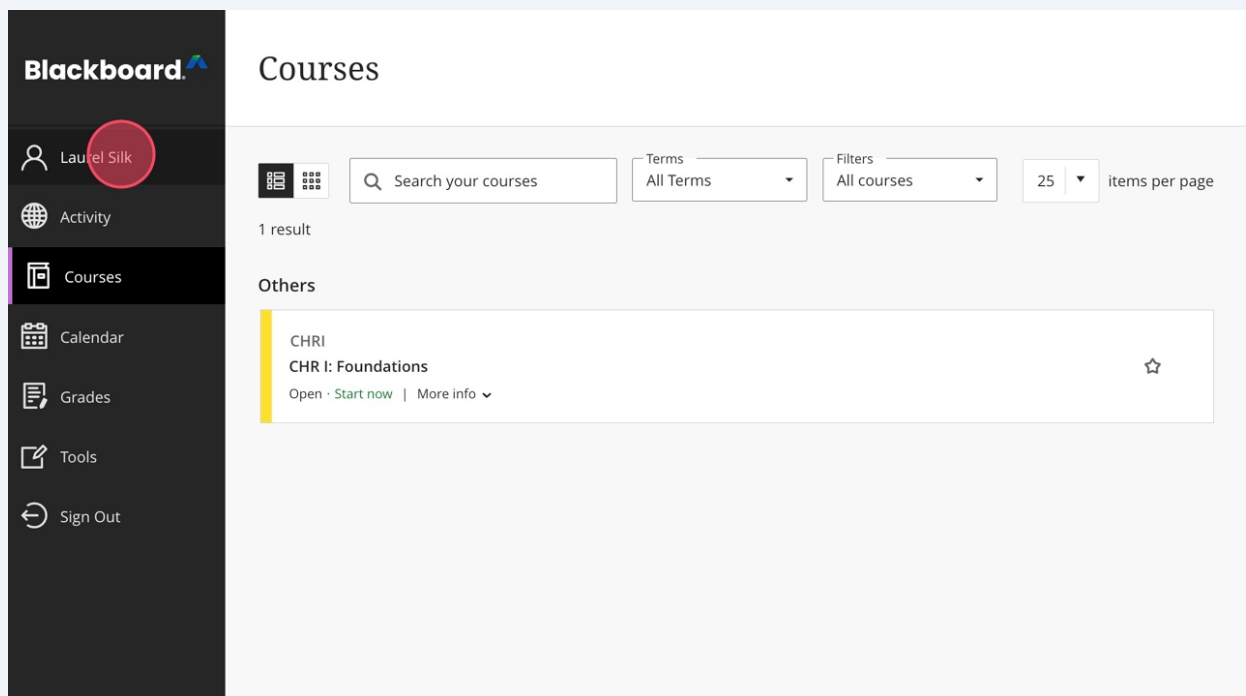
The image shows the Blackboard login page. At the top right is the Blackboard logo. Below it are two input fields: 'Username' with the text 'laurelsilk' and 'Password' with masked characters '.....'. Below the password field is a white 'Sign In' button. To the right of the button is a link 'Forgot Password?'. At the bottom center is a link 'View Course Catalog'. At the very bottom is a copyright notice '© 1997-2025 Blackboard Inc. All Rights Reserved.' followed by links for 'Help', 'Privacy and Terms of Use', and 'Accessibility'.

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



The image shows the Blackboard login page. At the top, the Blackboard logo is displayed. Below it, there are two input fields: "Username" with the text "laurelsilk" and "Password" with masked characters "*****". A red circle highlights the "Sign In" button. Below the button is a link for "Forgot Password?". At the bottom, there is a link for "View Course Catalog" and a copyright notice: "© 1997-2025 Blackboard Inc. All Rights Reserved." with links for "Help", "Privacy and Terms of Use", and "Accessibility".

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




The image shows the Blackboard dashboard. On the left is a dark sidebar menu with the Blackboard logo at the top. Below the logo, there are several menu items: "Laurel Silk" (highlighted with a red circle), "Activity", "Courses", "Calendar", "Grades", "Tools", and "Sign Out". The main content area is titled "Courses". It features a search bar with the text "Search your courses", a "Terms" dropdown menu set to "All Terms", a "Filters" dropdown menu set to "All courses", and a "25 items per page" selector. Below the search bar, it says "1 result". Under the "Others" section, there is a card for "CHRI" with the title "CHR I: Foundations" and a star icon. The card also includes the text "Open · Start now | More info ▾".

4 Click "Change password"

Laurel Silk

Basic Information

Full Name	Laurel Silk
Email Address	laurelsilk@myyahoo.com
Password	Change password 

Additional Information

Gender	Female
Education Level	Add education level

Contact Information

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
- ① Contain at least one special character
(-!@#\$%^&*~_+=`|{}[];'"<>.,?/)
- ① Contain at least one number (0-9)

Not match common profile fields

* Confirm New Password

① Must match new password above

6 Confirm your password again and then Click "Save"

The screenshot shows a user profile page with a sidebar on the left containing links: Courses, Calendar, Grades, Tools, Sign Out, Privacy, Terms, and Accessibility. The main content area is divided into sections: Full Name (Laurel Silk), Email Address (laurelsilk@myyahoo.com), Password (Change password), Additional Information (Gender: Female, Education Level: Add education level), and Contact Information (Mailing Address: Add mailing address, Phone Number: Add phone number). A modal window is open on the right for changing the password. It contains fields for Old Password, New Password, and Confirm New Password. The New Password field has a red circle highlighting it. Below the fields, there are password requirements: Be Between 12 - 100 characters, Contain at least one special character, Contain at least one number (0-9), and Not match common profile fields. At the bottom of the modal are Cancel and Save buttons, with the Save button highlighted by a red circle.

Full Name [Laurel Silk](#)

Email Address [laurelsilk@myyahoo.com](#)

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

Cancel Save

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

This screenshot is identical to the one above, showing the same user profile page and password change modal. The modal window is open on the right, and the Confirm New Password field is highlighted with a red circle. The Save button at the bottom right of the modal is also highlighted with a red circle.

Full Name [Laurel Silk](#)

Email Address [laurelsilk@myyahoo.com](#)

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

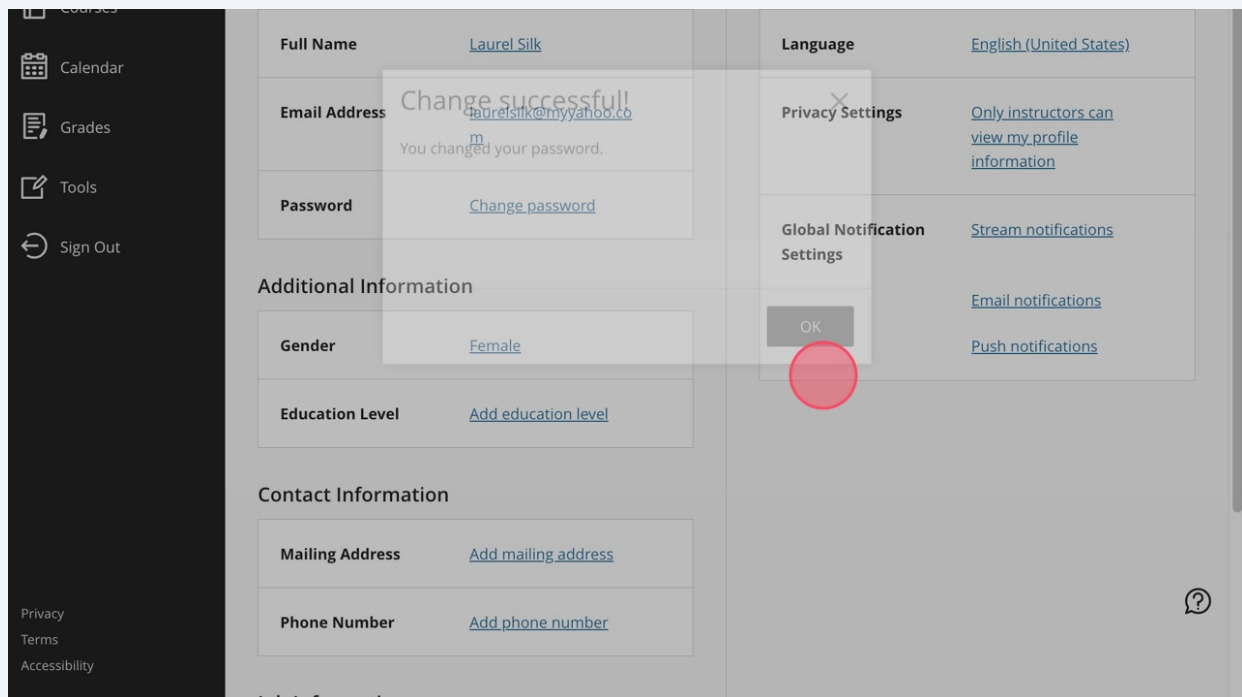
*** Confirm New Password**

.....

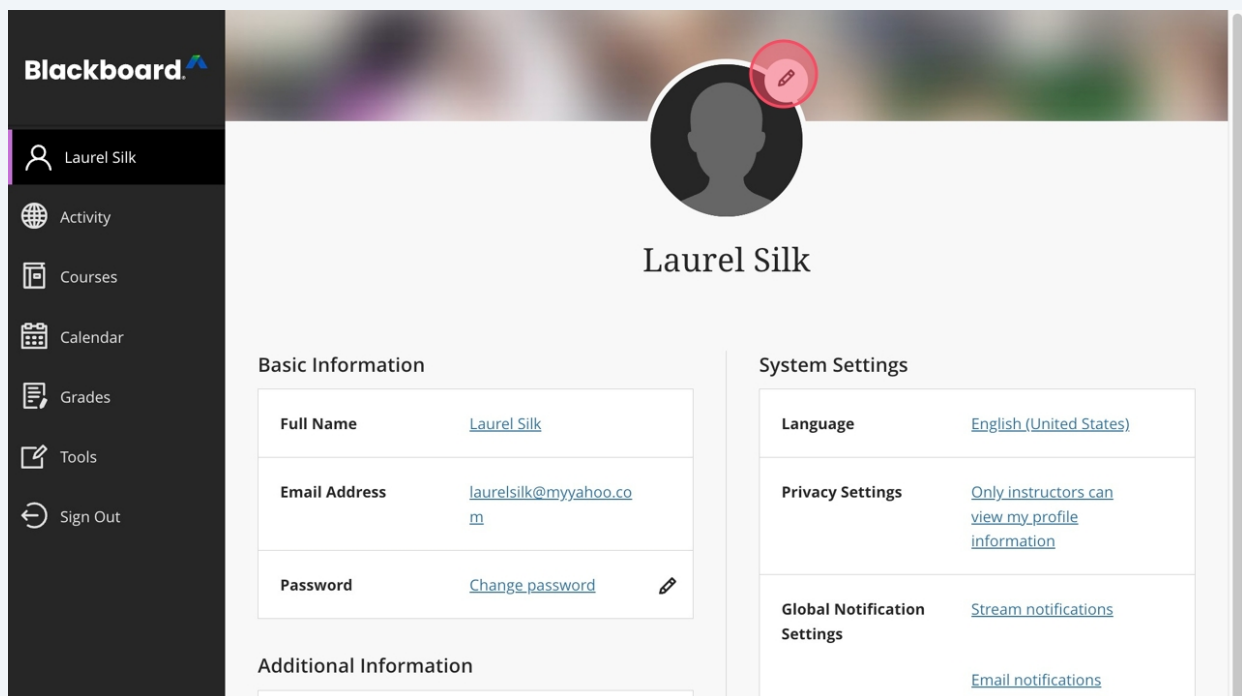
✓ Must match new password above

Cancel Save

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

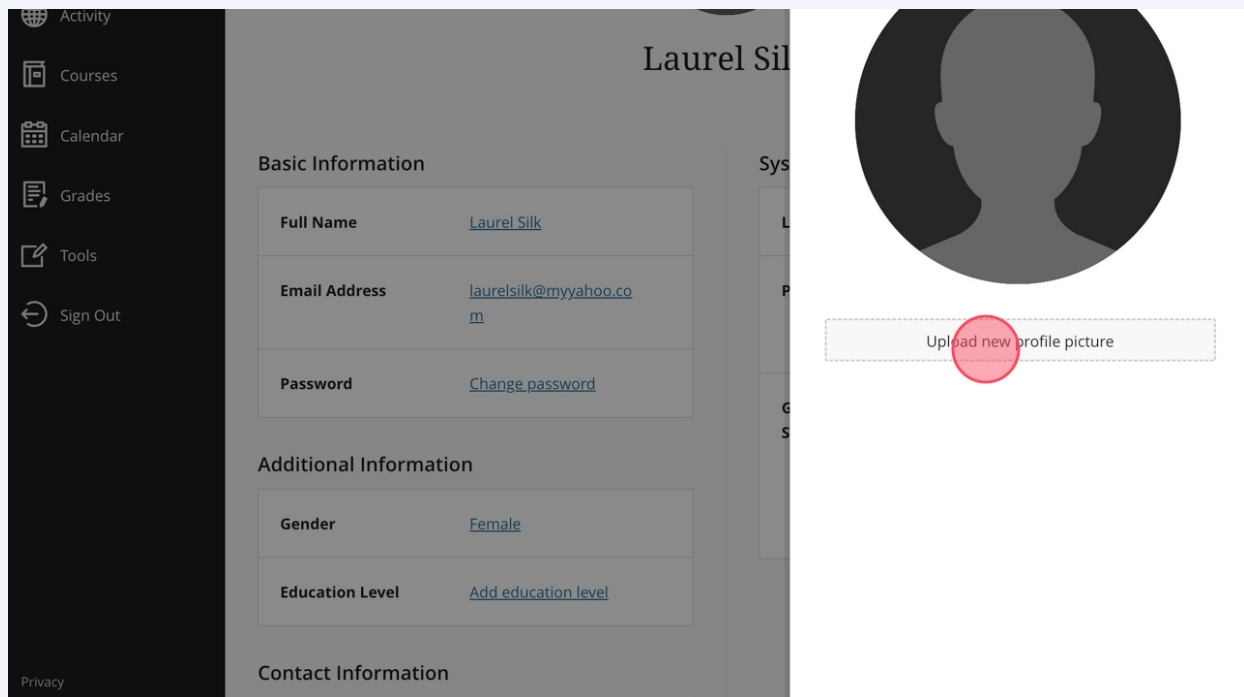


9 To change your profile picture hover over the image placeholder until the pencil icon appears. Then Click the pencil icon.



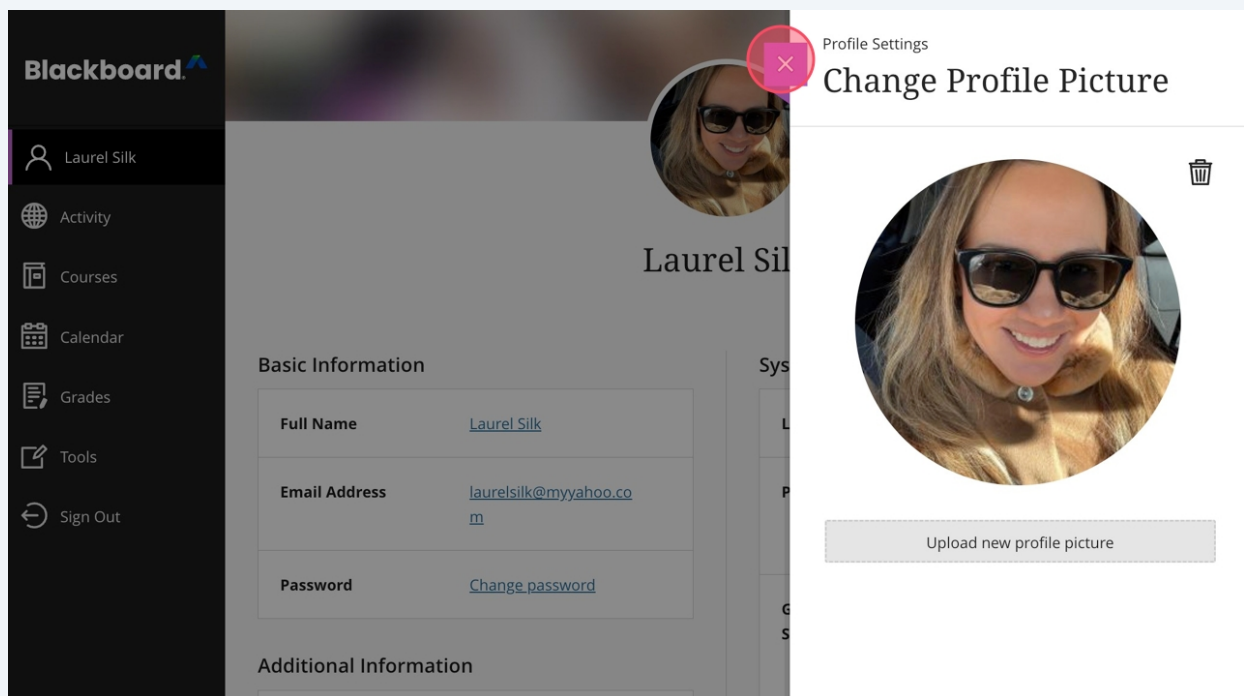
10

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.

Blackboard

Laurel Silk

Activity

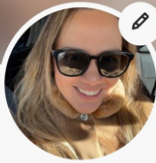
Courses

Calendar

Grades

Tools

Sign Out



Laurel Silk

Basic Information

Full Name	Laurel Silk
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