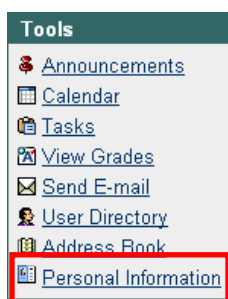


## Changing Your Blackboard Password:

When you first receive your Blackboard account you are issued a generic password. It is strongly suggested that you change your password once you have successfully logged into Blackboard.

### To change your Blackboard password:

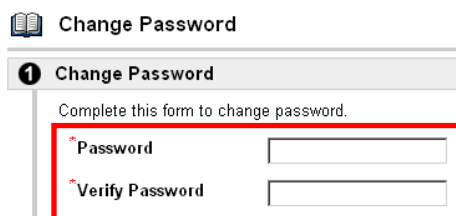
1. Log into Blackboard
2. Click on "**Personal Information**" in the "**Tools**" menu located on the left side of the welcome screen; or click the "**Tools**" button in the course menu of any course in which you are enrolled.



3. Click the link "**Change Password**"



4. Enter your new password into the "**Password**" field then enter your new password again into the "**Verify Password**" field

A screenshot of the Blackboard 'Change Password' form. The form title is 'Change Password'. Below the title, there is a heading '1 Change Password' and a sub-heading 'Complete this form to change password.'. There are two input fields: 'Password' and 'Verify Password'. Both fields are highlighted with a red rectangular box.

5. Click "**Submit**", then "**Ok**"

If you have any difficulty with your password, please contact Michener's Blackboard Support at 647-267-2475 or via e-mail at [bbsupport@michener.ca](mailto:bbsupport@michener.ca).