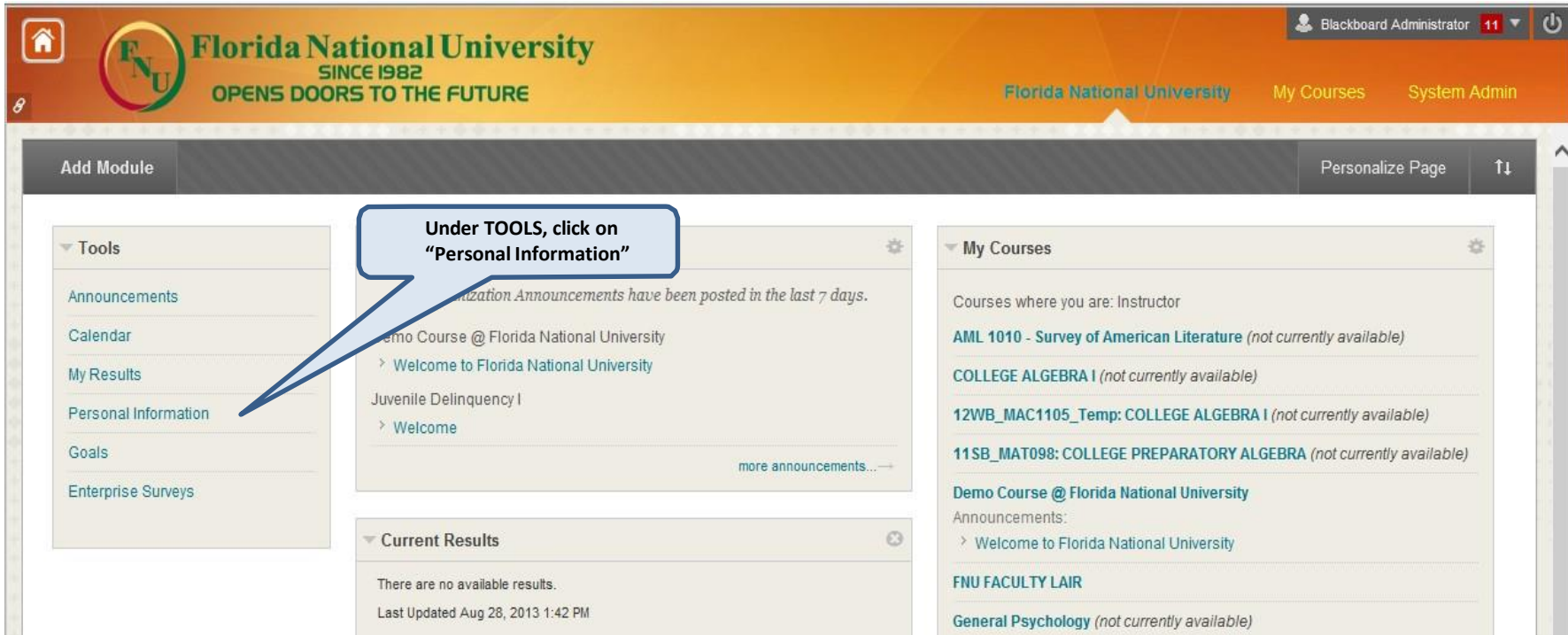


Changing Your Password

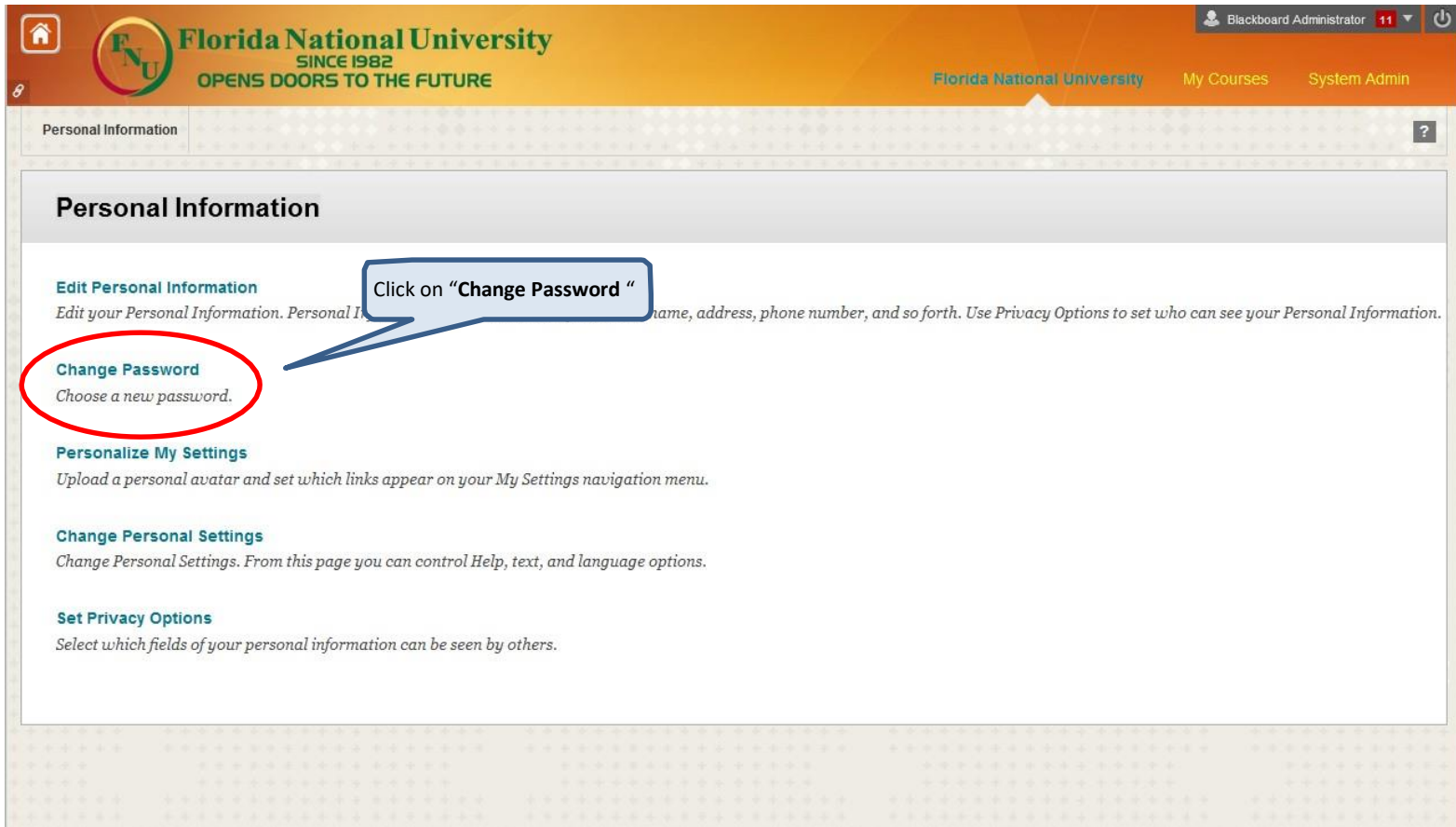
You **must** change your password when you first login.
To change your password go under the “**Tools**” section, then click “**Personal Information**”



The screenshot displays the Blackboard user interface for a user named 'Blackboard Administrator'. The top navigation bar includes the Florida National University logo and the text 'SINCE 1982 OPENS DOORS TO THE FUTURE'. The main content area is divided into several sections: 'Add Module', 'Personalize Page', and a central grid of modules. The 'Tools' module is expanded, showing a list of options: 'Announcements', 'Calendar', 'My Results', 'Personal Information', 'Goals', and 'Enterprise Surveys'. A blue callout box with a white background and a blue border points to the 'Personal Information' option, containing the text: 'Under TOOLS, click on "Personal Information"'. Other visible modules include 'My Courses' (listing various courses like 'AML 1010 - Survey of American Literature' and 'COLLEGE ALGEBRA I'), and 'Current Results' (showing 'There are no available results.').

Changing Your Password

Click on “Change Password”



The screenshot shows the Blackboard user interface for a Blackboard Administrator. The top navigation bar includes the Florida National University logo and name, and links for 'Florida National University', 'My Courses', and 'System Admin'. The user is logged in as 'Blackboard Administrator' with a notification of 11 items. The main content area is titled 'Personal Information' and contains several links: 'Edit Personal Information', 'Change Password', 'Personalize My Settings', 'Change Personal Settings', and 'Set Privacy Options'. The 'Change Password' link is circled in red, and a blue callout box with the text 'Click on “Change Password”' points to it.

Personal Information

Personal Information

[Edit Personal Information](#)
Edit your Personal Information. Personal Information includes your name, address, phone number, and so forth. Use Privacy Options to set who can see your Personal Information.

[Change Password](#)
Choose a new password.

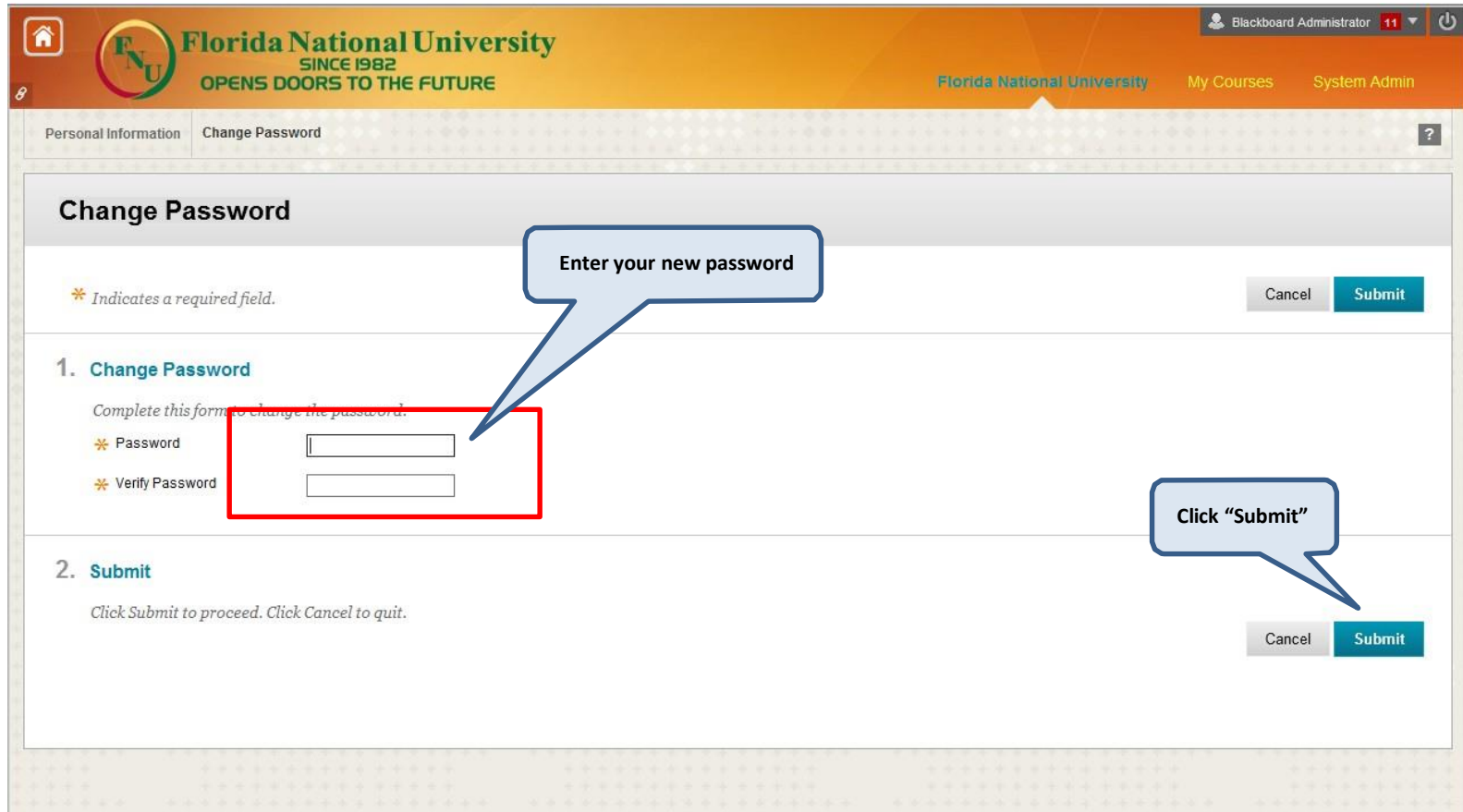
[Personalize My Settings](#)
Upload a personal avatar and set which links appear on your My Settings navigation menu.

[Change Personal Settings](#)
Change Personal Settings. From this page you can control Help, text, and language options.

[Set Privacy Options](#)
Select which fields of your personal information can be seen by others.

Changing Your Password

Enter your new password and click “Submit”



The screenshot shows the Blackboard 'Change Password' interface. At the top, there is a navigation bar with the Florida National University logo and the text 'SINCE 1982 OPENS DOORS TO THE FUTURE'. Below this, there are tabs for 'Personal Information' and 'Change Password'. The main content area is titled 'Change Password' and contains the following elements:

- A note: ** Indicates a required field.*
- Buttons: 'Cancel' and 'Submit'.
- Section 1: **1. Change Password**
 - Text: *Complete this form to change the password.*
 - Form fields: 'Password' and 'Verify Password', both marked with an asterisk to indicate they are required. A red box highlights these two fields.
- Section 2: **2. Submit**
 - Text: *Click Submit to proceed. Click Cancel to quit.*
 - Buttons: 'Cancel' and 'Submit'.

Two blue callout boxes provide instructions: one points to the 'Password' field with the text 'Enter your new password', and another points to the 'Submit' button with the text 'Click “Submit”'.