

How to Change Personal Information in Blackboard

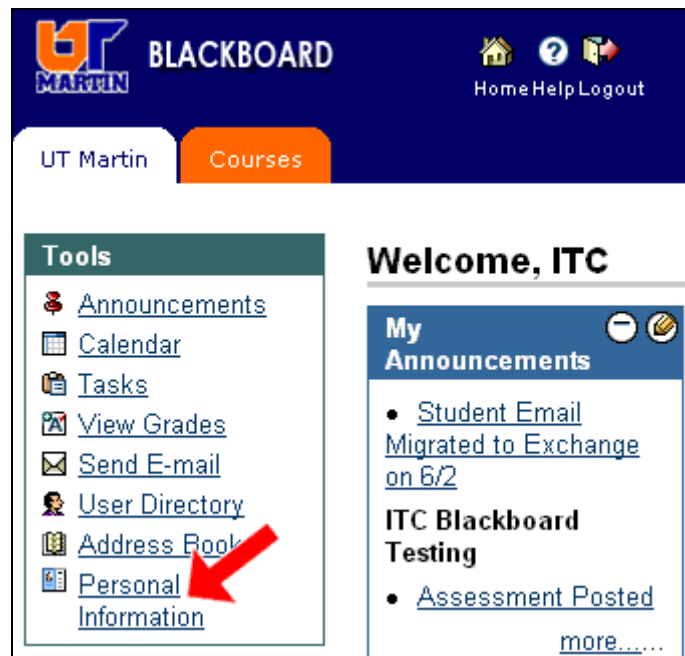
Inside Blackboard you have the ability to specify personal information about yourself that you want others to see. You get to choose what personal information is displayed about you.

The first thing that you need to do when you log into Blackboard for the first time is to go to your personal information section and make sure that all information in there is correct. Specifically, make sure that your email address that is listed is the email address where you want to receive email correspondence from your instructor.

The default email address that you will see is your UTM Mars student email address. If you do not use this email account on a regular basis, then you might want to change the email address listed to the email address that you use most often.


To change your personal information:

1. Log into Blackboard. (If you do not know how to do that, please go to the Login instructions.)
2. Click on the link 'Personal Information' on the left side of the screen.




3. Click on the link "Edit Personal Information".

4. Enter information into any field of your choosing, paying special attention to the email field. Type your most frequently used email address into this field.

 **Edit Personal Information**

1 Personal Information

* First Name	<input type="text" value="ITC"/>
Middle Name	<input type="text"/>
* Last Name	<input type="text" value="Student"/>
* Email	<input type="text" value="itc@utm.edu"/>
Student ID	<input type="text" value="itcstu"/>



5. When you are done entering information, click on the Submit at the bottom of the screen.