

Blackboard Password Tutorial

When you first enroll in Blackboard, your e-mail address is set to your default Harper College e-mail address. This e-mail address is free for you to use. However, since your instructor may send you e-mail messages about the course, it is important to set your Blackboard e-mail address to an e-mail account that you will check every day. The tutorial below describes how to change your e-mail address in Blackboard.

Step 1

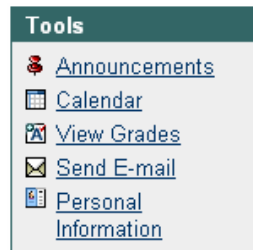
Access the Harper Blackboard server at <http://harper.blackboard.com>.

Step 2

Enter your User Name and Password and log in.

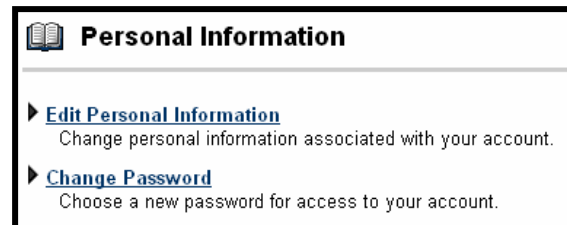
Step 3

Click on the “**Personal Information**” link.



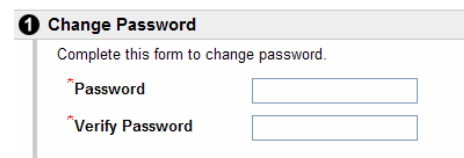
Step 4

Next, click on the “**Change Password**” link.



Step 5

Now, type your new password in each textbox.

A screenshot of the Blackboard 'Change Password' form. The form title is '1 Change Password'. Below the title, it says 'Complete this form to change password.' There are two text input fields: 'Password' and 'Verify Password', each with a red asterisk to its left. The 'Verify Password' field is positioned directly below the 'Password' field.

Step 6

Click on the “**Submit**” button to save your changes.

Step 7

Click on the “**OK**” button at the end of the next two messages to return to your course.