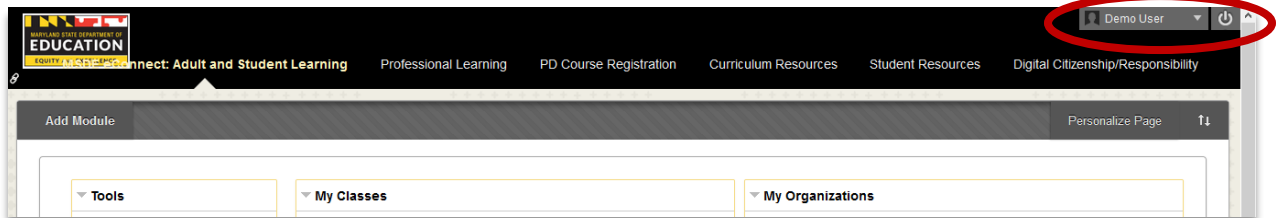


Changing your name or email address in Blackboard

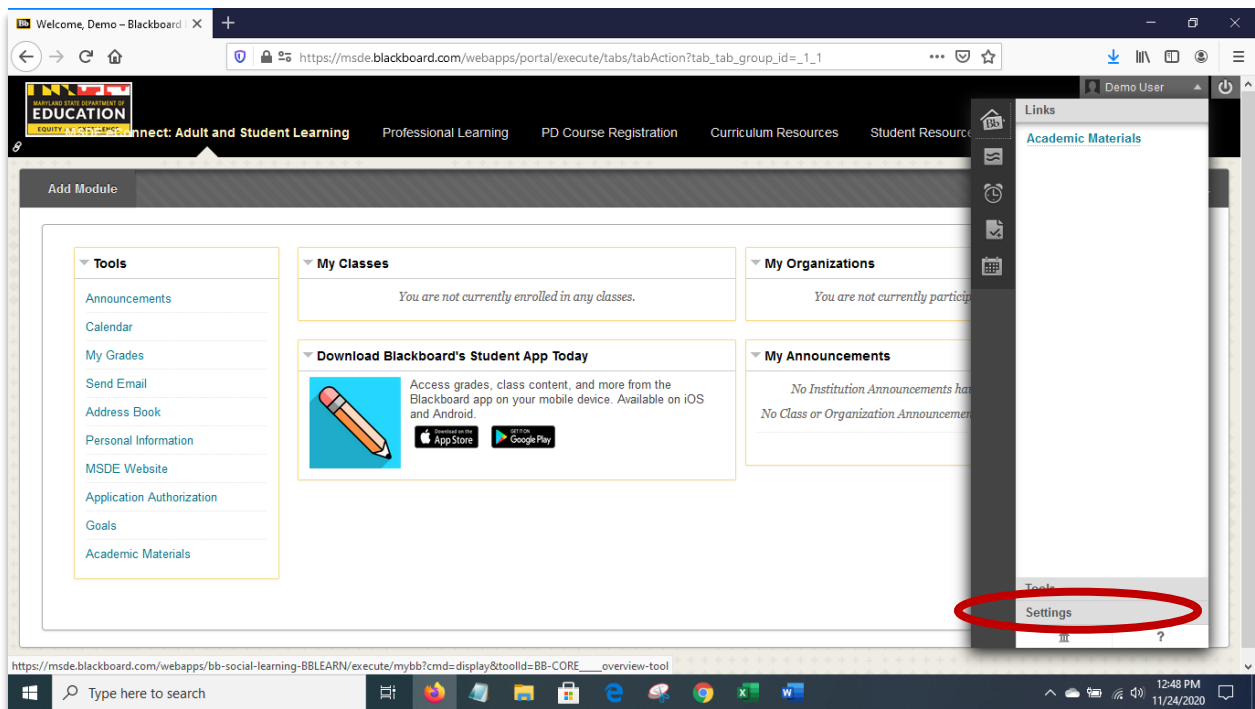
Login to your account.

1. Go to: <https://msde.blackboard.com>
2. Username: **type the email address used to register for this training**
3. Password: **msdelms**

Go to your name in the upper right corner of the course and click on the down pointing arrow next to your name.

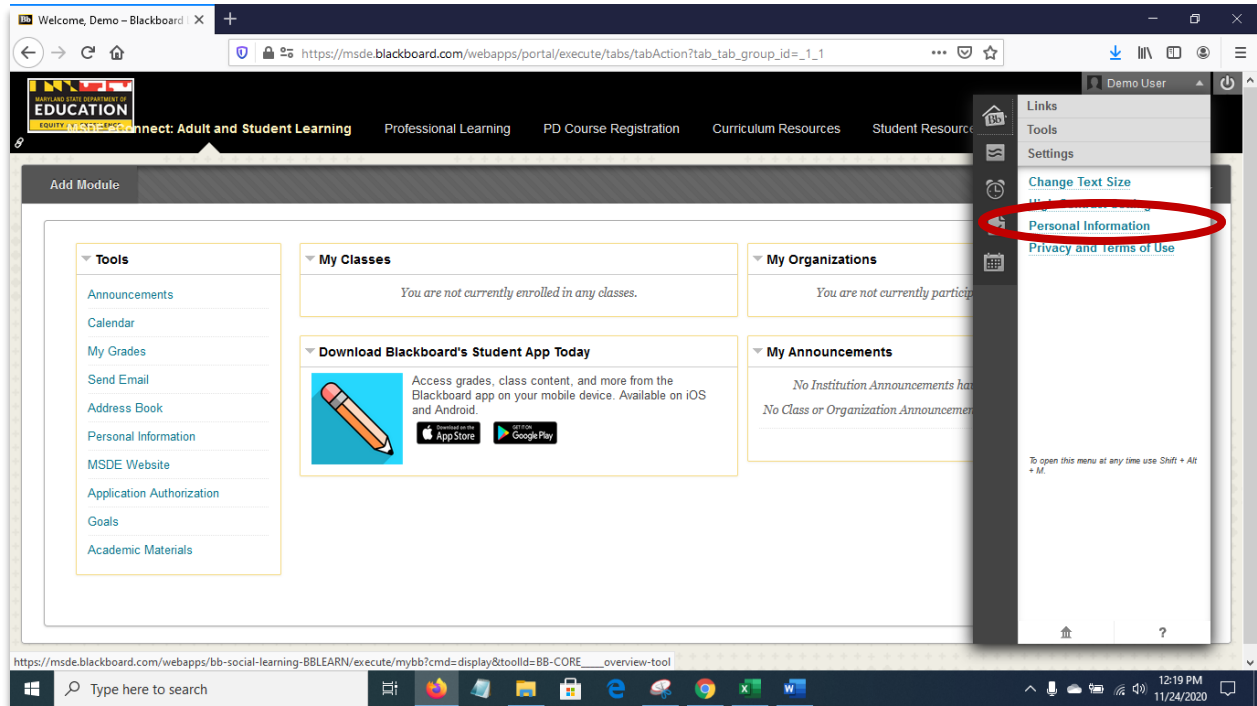


Go to your account settings. Select Settings

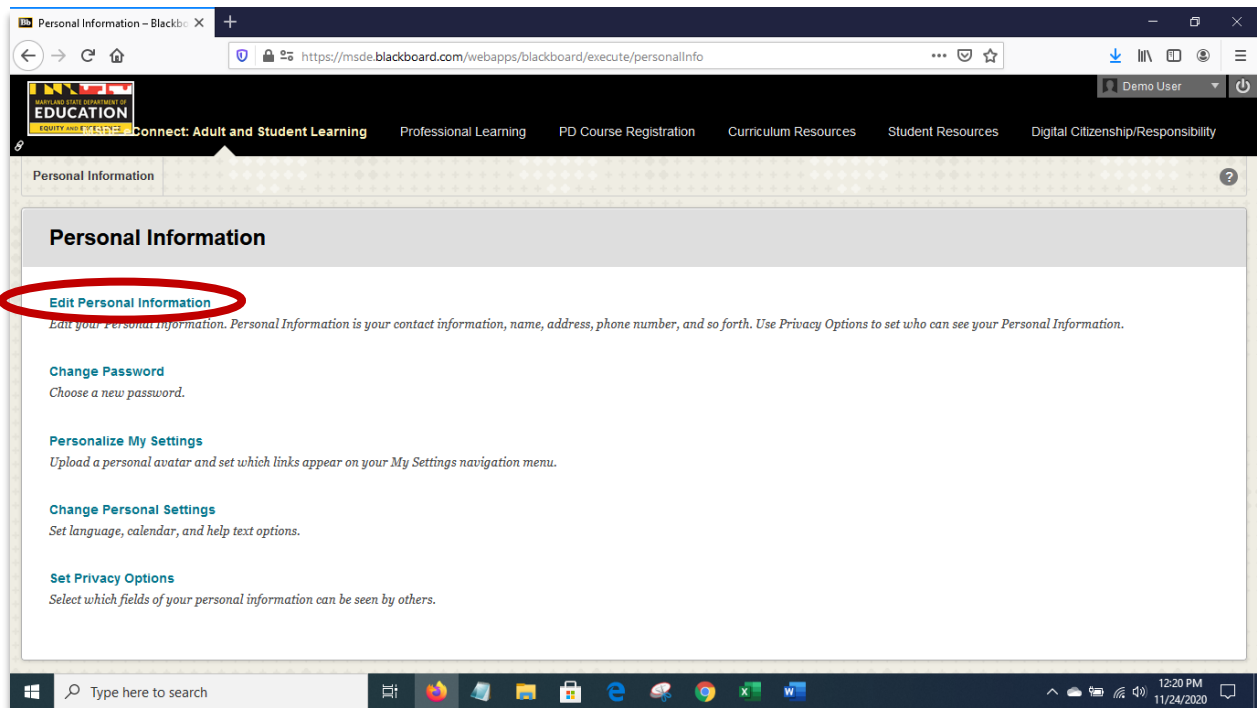


Changing your name or email address in Blackboard

Select Personal Information



Select Edit Personal Information



Changing your name or email address in Blackboard

Edit your name or email address. (You cannot change your username.)

The screenshot displays the Blackboard 'Edit Personal Information' interface. At the top, the browser address bar shows the URL: https://msde.blackboard.com/webapps/blackboard/execute/editUser?context=self_modify. The page header includes the Blackboard logo and navigation links: 'Connect: Adult and Student Learning', 'Professional Learning', 'PD Course Registration', 'Curriculum Resources', 'Student Resources', and 'Digital Citizenship/Responsibility'. The main content area is titled 'Edit Personal Information' and contains a form with the following fields:

- Title
- * First Name: Demo
- Middle Name
- * Last Name: User
- Suffix
- Email: noone@nowhere.com
- Preferred Phone

A note at the top of the form states: '* Indicates a required field.' At the bottom of the form, there is a 'Click Submit to proceed.' instruction and two buttons: 'Cancel' and 'Submit'. The Windows taskbar at the bottom shows the system clock as 12:20 PM on 11/24/2020.