

Your profile settings determine how you appear to other users on Blackboard. You can also change your password and notification settings.

To open the Profile Settings, click on **your name** from the menu (Figure 1).

You will be presented with a page containing information and settings for your Blackboard user (Figure 2).

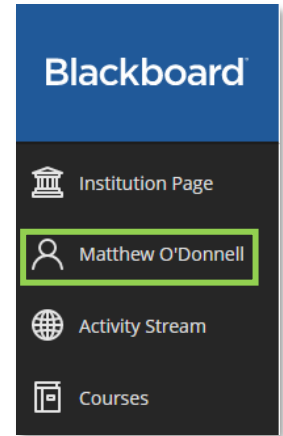


FIGURE 1

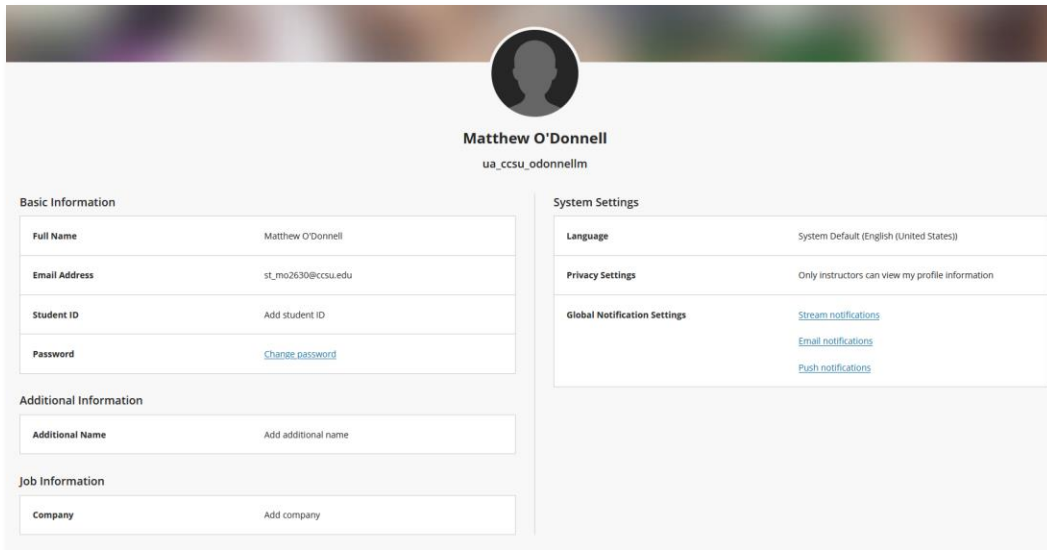


FIGURE 2

- **Basic Information:** Contains your full name, email address, and a link to reset your password.
 - When you click the Change password link, a panel will open at the right of the page (Figure 3). Enter your current password in the **Old Password** field. Then, enter the password you would like to change to in the **New Password** field. You will need to type it again in **Confirm New Password**. Make sure the password you enter matches all the complexity requirements.

Note: If your Blackboard Learn account is compromised, make sure to change your password immediately. It is also a good practice to change your password regularly. Make sure to store your password in a safe place in case you forget it.
- **System Settings:** Settings for your Blackboard experience can be found here.
 - **Language:** Currently, only English is available.
 - **Privacy Settings:** By default, only other instructors can view your profile. For security purposes, it is suggested that you leave this option as the default.

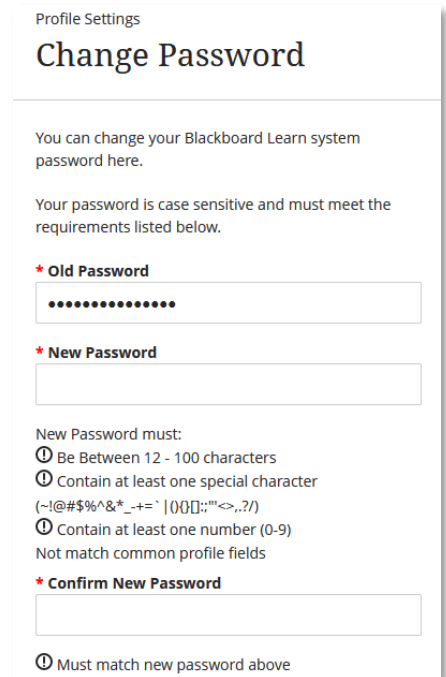


FIGURE 3



Blackboard Profile Settings

- **Global Notification Settings:** You can configure what you will be notified of here.
 - **Stream Notifications:** Allows you to select what notifications should appear in the Activity Stream.
 - **Email Notifications:** Allows you to set what Blackboard will email you about.
 - **Push Notifications:** Contains settings for the Blackboard mobile app's push notifications.

You can also change your profile picture by hovering over the current picture at the top of the page and clicking the pencil icon (Figure 4). Then, click on Upload new profile picture and select a picture from your computer.

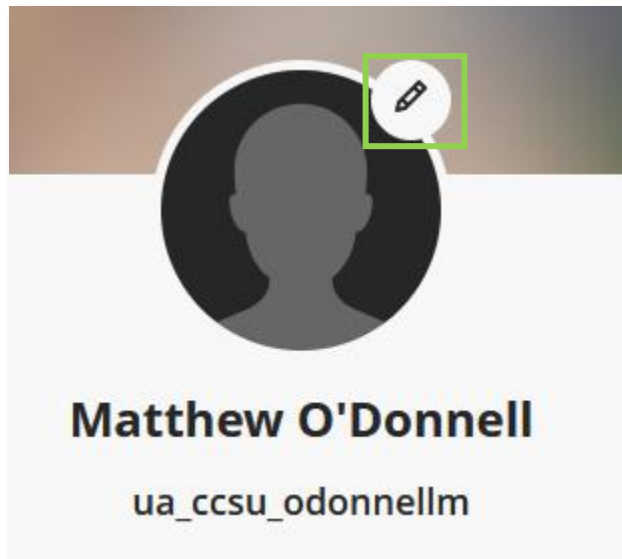


FIGURE 3