

ATS Blackboard How-To: *Change Your Password*

Changing your password:

- 1.) Log in to Blackboard.
- 2.) Choose "Personal Information" under "Tool" on the left.
- 3.) Click on "Change Password".
- 4.) Enter and verify your new password.
- 5.) Click "Submit" and "OK".
- 6.) Click "OK" one last time and you are all finished!