

Change Password in Blackboard 9.1

For the security of user account, all Blackboard users should change the password periodically. Changing the password takes less than 1 minute on average.

[If you can log in to Blackboard 9.1, use the steps below to change the password:](#)

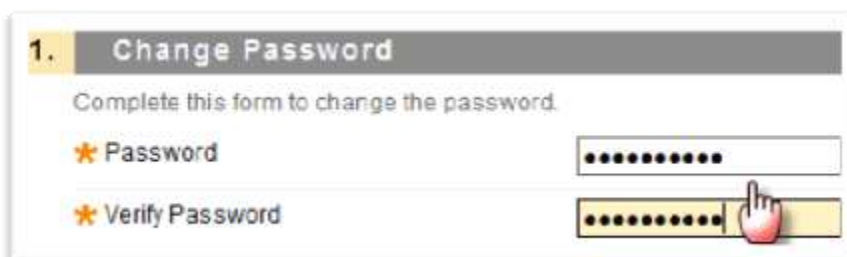
1. After login, select **My Blackboard** Tab, click Personal Information



2. In Personal Information page, click **Change Password** link



3. In Change Password page, enter new password

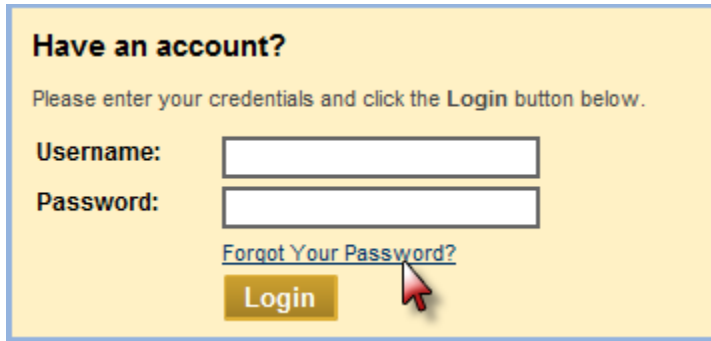
A screenshot of the 'Change Password' form. The form has a grey header with the title '1. Change Password'. Below the header is the instruction 'Complete this form to change the password.' There are two input fields: 'Password' and 'Verify Password'. Both fields are filled with black dots. A mouse cursor is pointing at the 'Verify Password' field. Below the input fields is a yellow 'Submit' button.

4. Click **Submit**

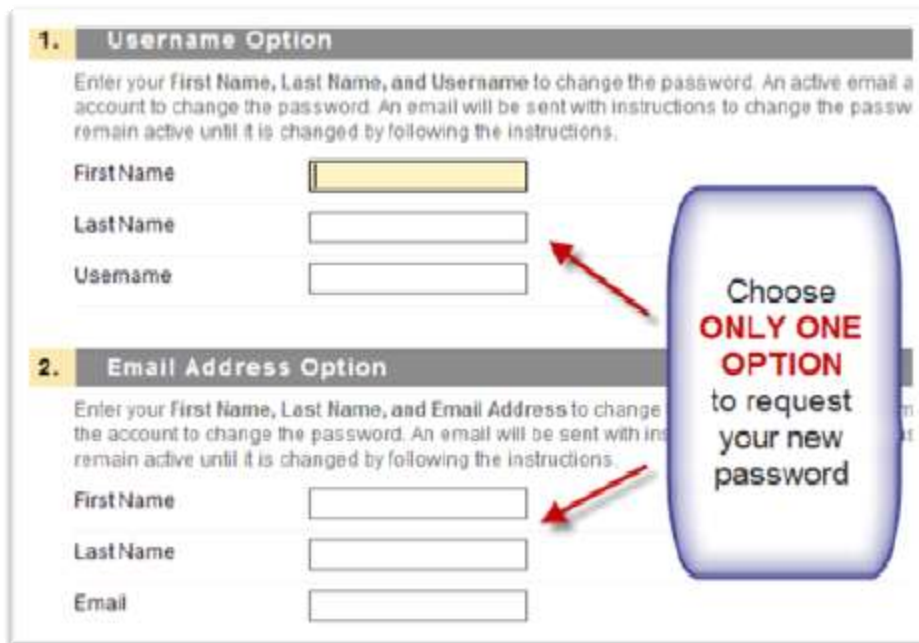
If you can't login Blackboard 9.1, use the following steps:

Note: This approach requires your Bloomfield College's email works properly.

1. On Blackboard login page, click **"Forgot Your Password?"** link right below login field



2. On the next screen you will see two options, choose either option to request your password. Enter user account info.



3. Click **Submit**
4. Now go to your College email, in your inbox find an message "Lost password notification" message from Blackboard



5. Click to open the mail, find the link within the email and click it



6. In the next screen, enter new password, and click **Submit**
7. Go back to Blackboard. Now you can log in to Blackboard with the new password.