**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

![My Blackboard Tab](image1)

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

![Personal Information](image2)

3. In Change Password page, enter new password

![Change Password](image3)

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.