Change User’s Password in Blackboard

When instructors are teaching in the classroom and students need to access Blackboard but have difficulty logging on Blackboard. In this case, instructors can help their students by changing user’s password right from the instructor’s computer in the classroom. This approach is the fastest and gives students the immediate access to Blackboard. Below are the steps

1. Access the course you are teaching in Blackboard, click Users under Users and Groups Option in the Control Panel below the course menu at the left side

   ![Control Panel]

2. Locate the student you need to change password from the class roster on the right
3. Click the chevron right to the username to open the drop-down list.

   ![Users]

4. Click Change User’s Password
5. On the next page, enter a new password in the Password field and verify it in the Verify Password field.

   ![Change Password: training1](image)

   * Indicates a required field.

   **1. Change Password**

   Complete this form to change the password.

   - **Password**: ❀❉❉❉❉
   - **Verify Password**: ❀❉❉❉❉

   ![enter new password and verify it](image)

   **2. Submit**

   - **Cancel**
   - **Submit**

6. Click Submit.

   Immediately student will be able to log on Blackboard with new password.

   **Note:**

   1. Student should change the password once logging in.
   2. Passwords are case-sensitive