HOW TO EDIT YOUR PERSONAL INFORMATION

1. Personal information, like your email address, telephone number and other contact information may be shared across courses. You can control what is shared by editing your Personal Information. Access this page by clicking Personal Information on the Home tab.

2. Click on Edit Your Personal Information (1). You may also choose to change your password (2), personalize your space (3), change your personal settings (4), and set privacy options (5).
3. After accessing the Personal Information page, you may edit your name (1), user name (2), and other information such as telephone numbers (3). When you are finished, click Submit.

http://ondemand.blackboard.com/r91/movies/bb91_student_edit_personal_information.htm