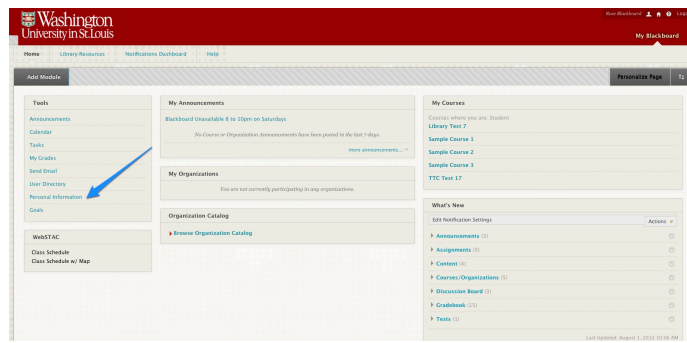


## BLACKBOARD FOR STUDENTS: FACT SHEETS

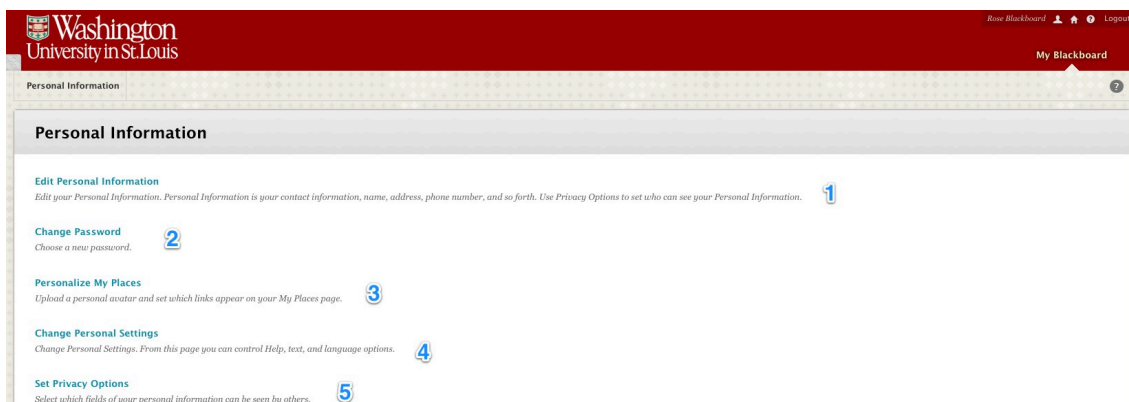
(For more information, contact Student Technology Services at 314.935-7100 or visit sts.wustl.edu)

### 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.

The screenshot shows a web form titled "Personal Information" divided into four sections:

- 1. Personal Information:** Fields for Title, First Name (Rose), Middle Name, Last Name (Blackboard), Suffix, Other Name, Email (no\_email\_address@), and Student ID (422642). A blue circle with the number "1" is next to the Last Name field.
- 2. Account Information:** Field for Username (e\_blackb). A blue circle with the number "2" is next to the Username field.
- 3. Other Information:** Fields for Education Level, Website, Home Phone, Work Phone, and Mobile Phone. A blue circle with the number "3" is next to the Website field.
- 4. Submit:** A section with a "Submit" button and a "Cancel" button. A blue arrow points to the "Submit" button.

At the bottom left of the form, there is a small note: "Click Submit to proceed. Click Cancel to quit."

[http://ondemand.blackboard.com/r91/movies/bb91\\_student\\_edit\\_personal\\_information.htm](http://ondemand.blackboard.com/r91/movies/bb91_student_edit_personal_information.htm)