

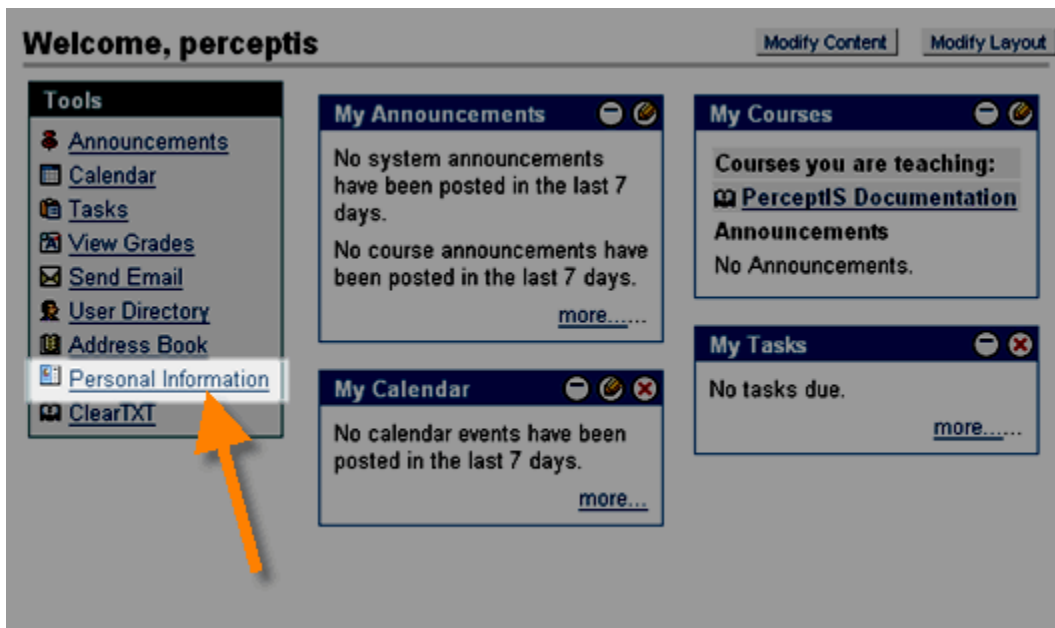
Setting Your Personal Information

This procedure for **all users** includes the following steps:

1. Finding Personal Information
2. Making changes.
3. Clicking **Submit**.

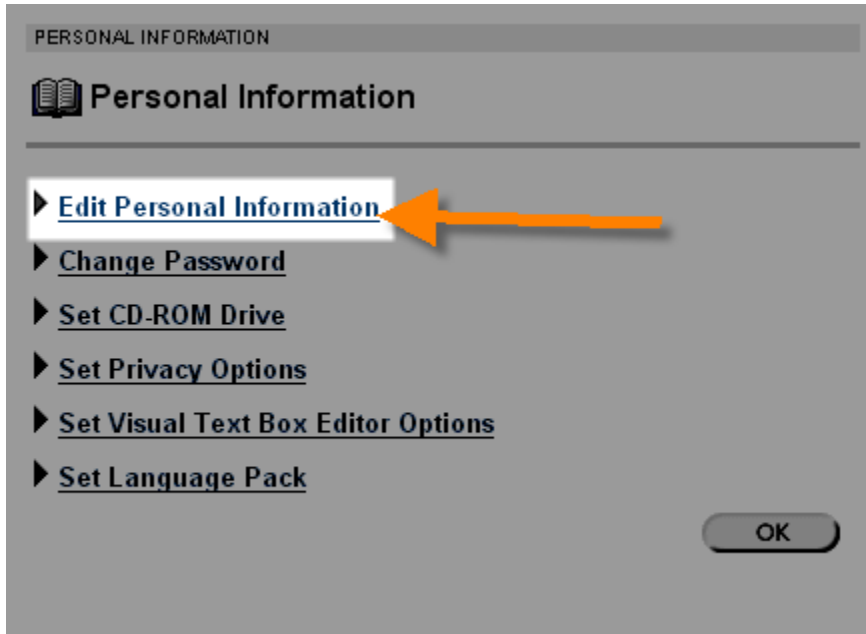
Step #1

1. Log in to Blackboard.
2. In the sidebar on the left side, click **Personal Information**.



Step #2

Click **Edit Personal Information**.



Step #3

1. Enter as much or as little personal information as you wish or as you've been requested. Note, gMail accounts cannot be edited.
2. Click **Submit** when you have finished. See also Setting Privacy Options.

Edit Personal Information

1 Personal Information

* First Name	<input type="text" value="Jane"/>
Middle Name	<input type="text"/>
* Last Name	<input type="text" value="Smith"/>
Email	<input type="text"/>
Student ID	<input type="text"/>

2 Account Information

* Username	<input type="text" value="perceptis_instructor"/>
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3 Other Information

Gender	<input type="text" value="Female"/>
Birthdate	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>
Education Level	<input type="text"/>
Company	<input type="text"/>
Job Title	<input type="text" value="Instructor"/>
Department	<input type="text" value="Self-Help"/>
Street 1	<input type="text"/>
Street 2	<input type="text"/>
City	<input type="text"/>
State / Province	<input type="text"/>
Zip / Postal Code	<input type="text"/>
Country	<input type="text"/>
Website	<input type="text"/>
Home Phone	<input type="text"/>
Work Phone	<input type="text" value="555-0165"/>
Work Fax	<input type="text"/>
Mobile Phone	<input type="text"/>

4 Submit

Click **Submit** to finish. Click **Cancel** to quit.

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