

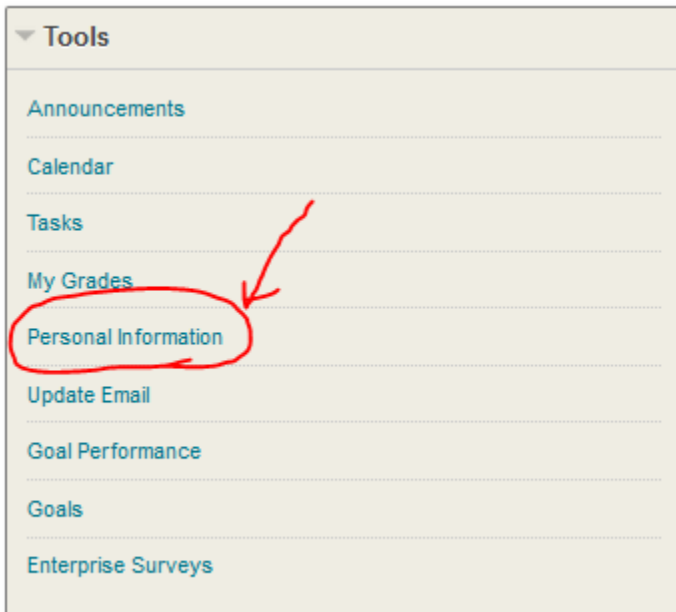
How to Find Your EMPL ID on Blackboard

Step 1) Log in to Blackboard.

Step 2) On this page, scroll down until you locate a “Tools” section. In most cases it is on the left hand side of the page, but it may appear in the middle or to the right. You can see an example of what the Tool section looks like on *Step 3*.

The screenshot shows the Blackboard user interface. At the top, there is a navigation bar with the CUNY Blackboard logo on the left and a user profile for James Weirich on the right. Below the navigation bar is a secondary menu with links for Home, Help, Content Collection, Accessibility Training, Blackboard Resources, System Admin, Baruch College, and Baruch Library. The main content area features a 'Turnitin Maintenance' announcement in red text, stating that the service will be unavailable on Saturday, July 13, 2019, from 11:00 AM EDT to 7:00 PM EDT. Below the announcement are instructions for users and a link to contact campus support. A red arrow on the left side of the page points to a sidebar containing several modules: 'CUNY SUMMER SESSION', 'Enough is Enough Combating Sexual Misconduct', 'Baruch College' (with an 'Attention students' notice), 'Course Availability', and 'My Courses' (with an 'Intro to Blackboard' link).

Step 3) This is what the Tools section looks like. Under “Tools”, click “Personal Information”



Step 4) On the next page, click “Edit Personal Information.”

Personal Information

Edit Personal Information

Edit your Personal Information. Personal Information is your contact information, name, address, and phone number.

Personalize My Settings

Upload a personal avatar and set which links appear on your My Settings navigation menu.

Change Personal Settings

Set language, calendar, and help text options.

Set Privacy Options

Select which fields of your personal information can be seen by others.

Step 5) You can find your EMPL ID under “Account Information”. “Username” = EMPL ID (also known as CUNY First ID) on Blackboard.

Edit Personal Information

* Indicates a required field.

PERSONAL INFORMATION

Title

* First Name

Middle Name

* Last Name

Suffix

Other Name

Email

Student ID

ACCOUNT INFORMATION

* Username 23521590