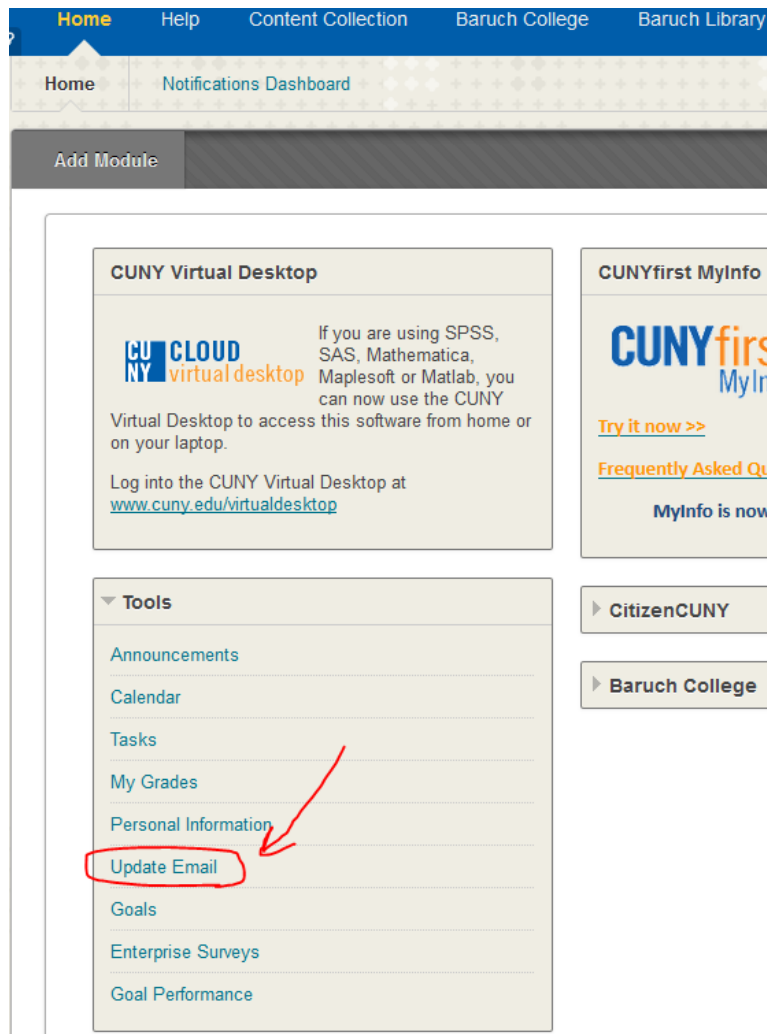


How to Update Your E-Mail Address on Blackboard

Step 1) Log in to Blackboard. Do not go past the initial welcome page.

Step 2) On the left, under “Tools”, click “Update E-Mail”



The screenshot displays the Blackboard user interface. At the top, there is a navigation bar with links for Home, Help, Content Collection, Baruch College, and Baruch Library. Below this is a secondary navigation bar with Home and Notifications Dashboard. A dark grey bar labeled 'Add Module' is positioned below the navigation. The main content area is divided into several sections. On the left, there is a 'Tools' menu with a dropdown arrow. The menu items are: Announcements, Calendar, Tasks, My Grades, Personal Information, Update Email (highlighted with a red circle and a red arrow), Goals, Enterprise Surveys, and Goal Performance. To the right of the 'Tools' menu, there are several promotional boxes. The first is 'CUNY Virtual Desktop' with a logo and text: 'If you are using SPSS, SAS, Mathematica, Maplesoft or Matlab, you can now use the CUNY Virtual Desktop to access this software from home or on your laptop. Log into the CUNY Virtual Desktop at www.cuny.edu/virtualdesktop'. The second is 'CUNYfirst MyInfo' with a logo and text: 'Try it now >>' and 'Frequently Asked Qu'. Below these are 'CitizenCUNY' and 'Baruch College' buttons.

Step 3) Enter your e-mail address twice in the space provided. Then click submit.

Update Email

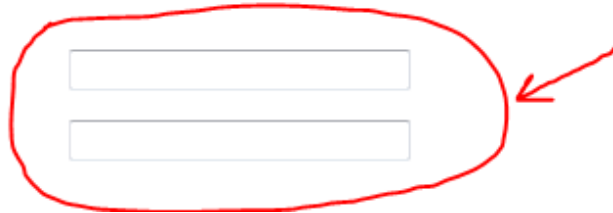
To update email, please enter a valid CUNY email address.

ENTER EMAIL

Your current email is james.weirich@baruch.cuny.edu, please update your email below.

Required Enter Email

Required Re-Enter Email



Please note, you must enter a valid CUNY email address.