

Changing Your Personal Information

Learn how to change your email address so your classmates and professor can communicate with you. You can also change your password as well.

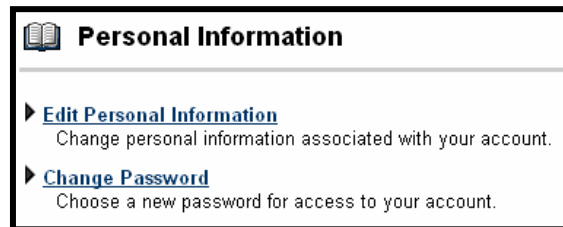
1. Access the Harper Blackboard server at <http://harper.blackboard.com> .

2. Enter your User Name and Password.

3. Click on the “**Personal Information**” link. →



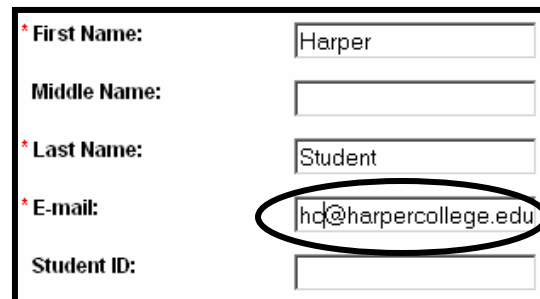
4. Next, click on the “**Edit Personal Information**” link. →



5. Now, **delete the email address that you see assigned to you if it is not the one you usually use and enter the one that you use most often.**

Remember that all email sent to you about your class will be sent to the email address that you put here. This means that this email account should be one that you do not share with

anyone else. If you do not have an email account, you can use the free Harper student email that is already set up for you. Information about how to use Harper student email is available at <http://smail.harpercollege.edu>

A screenshot of a personal information form. The fields are: 'First Name' (Harper), 'Middle Name' (empty), 'Last Name' (Student), 'E-mail' (hc@harpercollege.edu, circled in black), and 'Student ID' (empty).

6. Click on the “**Submit**” button to save your changes. After you have updated your information, click on the “**OK**” button to return to the screen where you can change your password.

7. To change your password, click on the “**Change Password**” link. After you enter your new password in each text box, click on the “**Submit**” button to save your changes.

8. Click on the “**OK**” button at the end of the next two messages to return to your course.



You only need to change your email address one time unless you change your email account again during this course.