

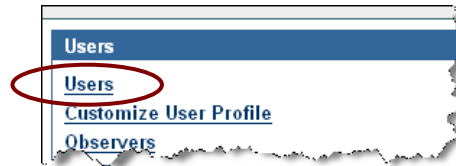
How do I Determine if a User Account Already Exists?

Blackboard Coordinators should verify if a user account already exists before requesting a new one.

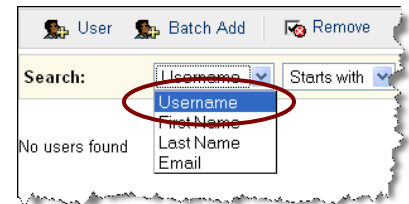
1. Log in to Blackboard at <http://blackboard.wcpss.net/>
2. Click on **System Admin** tab.



3. Click the **Users** link in the Users box located in the upper right corner of the page.



4. Select the **field** from which you'd like to search for the user.



5. Type in your **search criteria** (ex.- person's Blackboard username if username is the field being searched) and press the button to search.

If your search does not return the account you are looking for, you will want to request a new one for them using the Bb-Admin Portal.