

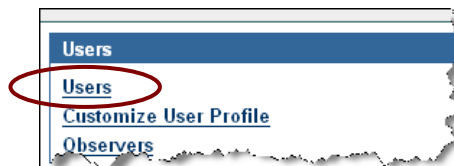
How do I Reset a User Password?

Blackboard Coordinators are able to reset passwords for faculty/staff and students.

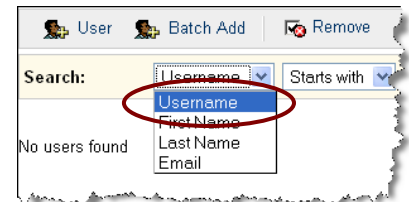
1. Log in to Blackboard at <http://blackboard.wcpss.net/>
2. Click on **System Admin** tab.



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



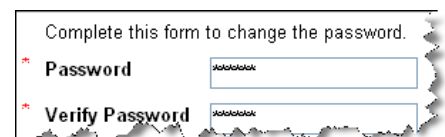
4. Select the **field** from which you'd like to search for the user.



5. Type in your **search criteria** and press the **GO** button to search.
6. Click the **Modify** button to the right of the user details.
7. Click the **Change Password** link.



8. Type in a **new password** and then do it again to confirm it so both fields are the same.

A screenshot of the password change form in the Blackboard interface. The form contains two fields: "Password" and "Verify Password", both with asterisks indicating they are required. The text above the fields says "Complete this form to change the password."

9. Click the **Submit** button to continue.