

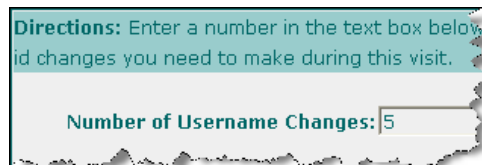
How do I Change Someone's Blackboard Username?

Blackboard is not linked to the email system in any way, so when changes are made to a user's email address in the email system they are not automatically made in Blackboard. The following steps demonstrate how to request a change to a Faculty/Staff Blackboard ID:

1. Visit : <http://bbadmin.wcpss.net> and log in.
2. Click the Change Faculty/Staff ID link located in the Main Menu on the left side of the page.



3. Type the number of changes you would like to make into the space provided.



Directions: Enter a number in the text box below id changes you need to make during this visit.

Number of Username Changes:

4. Click the button.
5. Type the full name, the Current Blackboard ID, and the New Blackboard ID into the spaces provided keeping each unique entry on its own line.



#	Name ?	Current ID ?	New ID ?
1	Kate Newname	koldname	knewname
2			

6. Click the button to complete the request.
 - An email is sent immediately to the Blackboard Team notifying them of the requested changes.

**TIP!**

You will receive an email confirmation in return from The Blackboard Team when the changes have been completed.