

How do I Change My Information in My Account?

Modifying Your Profile

The Bb-Admin Portal allows you to modify information about your Bb-Admin Portal account.

IMPORTANT NOTE!

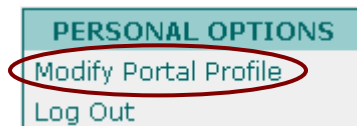


The information in the Portal Profile is used by The Blackboard Team as the single reference for information about Coordinators within WCPSS. It is **YOUR** responsibility to keep it up to date and accurate.

Also, if you change your email id on this page, you will still need to submit a Faculty/Staff ID change via the Bb-Admin Portal.

The following steps will modify a Coordinator's Bb-Admin Portal profile:

1. Visit : <http://bbadmin.wcpss.net/> and log in.
2. Click on the Modify Portal Profile link in the Personal Options menu located on the left side of the page.



3. Type the appropriate information about your account. If you change schools you can fill in the changes here. This listing should ALWAYS be kept up to date as it is what will display for parents on the Blackboard Info website.

Directions: Update any information below that needs to be changed and click the update button when you are satisfied with the changes you have made.

First Name	First
Last Name	Last
Email id	flast
Email Address	flast@wcpss.net
Phone Number	555-1234
Portal Password	
Confirm Password	
School / Dept.	Millbrook HS
Role	Media Specialist

Are you the Primary Blackboard Coordinator at your school?

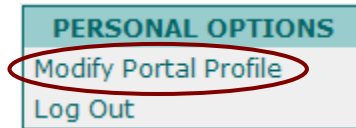
Yes
 No

4. Click the **Update** button once you are satisfied with the changes you have made to your account. NOTE: If you change your password it will take effect the next time you log in.

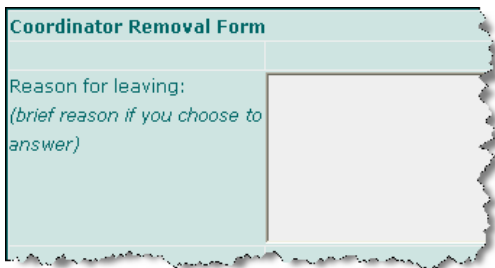
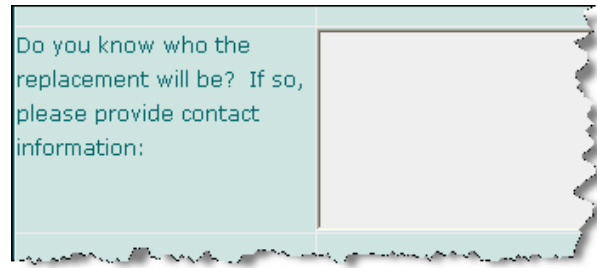
Leaving the Coordinator Position

There may come a time when a Coordinator will no longer hold that responsibility. Complete the following steps to notify the Blackboard Team when resigning your position:

1. Visit : <http://bbadmin.wcpss.net/> and log in.
2. Click on the Modify Portal Profile link in the Personal Options menu located on the left side of the page.



3. Click the [If you are no longer a Blackboard Coordinator Click Here](#) link located at the bottom of the page.
4. Provide a reason why you are leaving the Coordinator Position, and if you know who your replacement will be, please provide contact information for that person in the fields provided.

A screenshot of a form titled "Coordinator Removal Form". It has a text input field with the label "Reason for leaving:" and a sub-label "(brief reason if you choose to answer)".A screenshot of a form titled "Coordinator Removal Form". It has a text input field with the label "Do you know who the replacement will be? If so, please provide contact information:".

5. Click the [Remove Me](#) button at the bottom of the page when you are satisfied with your responses.
6. Your access to the Bb-Admin Portal has now been revoked and an email to The Blackboard Team has been sent on your behalf. You still have access to WCPSS Blackboard using your Blackboard account, but will no longer be able to access the Bb-Admin Portal.