



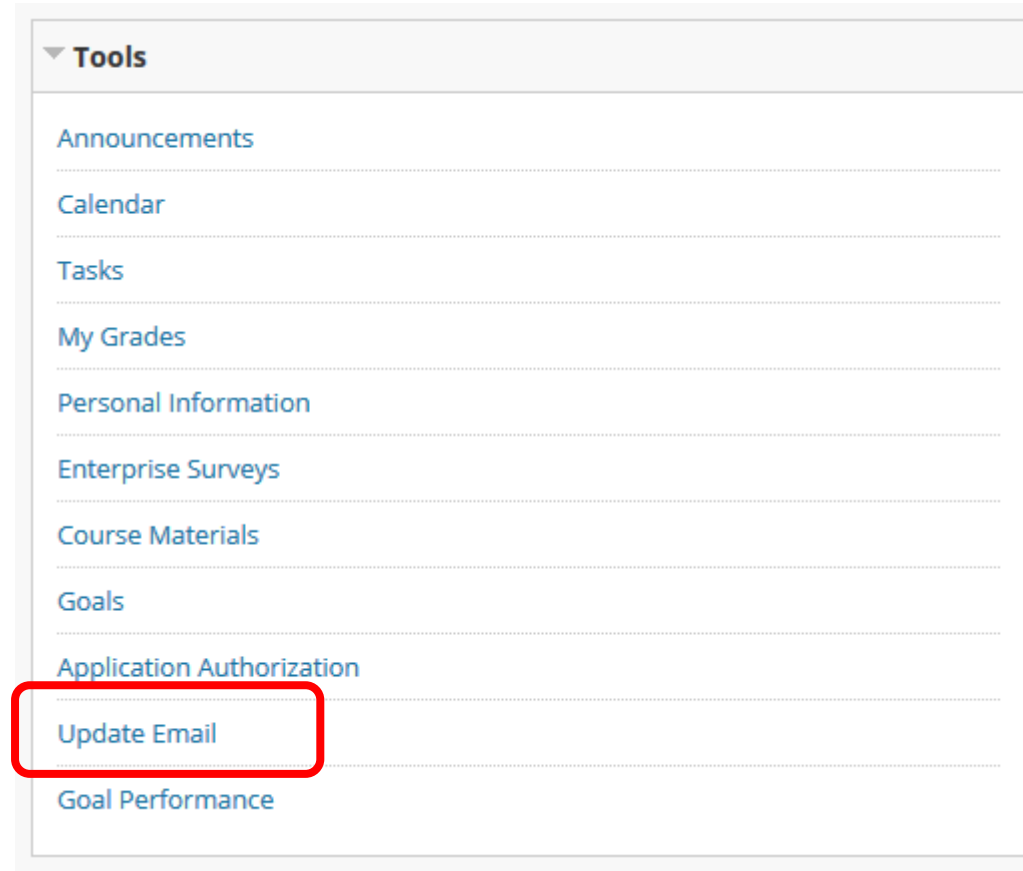
How to Update Your Email Address on Blackboard

1. Log in to Blackboard, and stay on the screen where you see your **My Courses** list. Locate the **Tools** section.

The screenshot shows the Blackboard user interface. At the top, there is a blue navigation bar with the CUNY Blackboard logo on the left and a user profile for James Weirich on the right. Below the navigation bar is a secondary menu with links for Home, Help, Content Collection, Accessibility Training, Technology Training, COACHE Survey, Blackboard Resources, System Admin, Baruch College, and Baruch Library. The main content area has a light gray background and contains several sections:

- Home** and **Notifications Dashboard** tabs.
- Add Module** button on the left and **Personalize Page** button on the right.
- A central announcement: **NEW** after hours Blackboard support available weeknights and weekends. See [After Hours Blackboard Support](#) for details.
- Two links: [Read our latest updates on CUNY's Coronavirus Response](#) and [How to Protect Yourself Against Secret Shopper, Personal Assistant, and other Online Scams!](#)
- A paragraph of text: Course enrollments take 24-48 hours to be transmitted from CUNYfirst to Blackboard. If your course is listed as "not currently available," your instructor has not made it available to students. **Most instructors will not make their course available until the first day of the semester.** If you are still seeing the course as unavailable **AFTER** the first day of class, contact your instructor. If you are missing courses, verify your course enrollment in CUNYfirst and see your campus Registrar. If you can see the missing course in CUNYfirst and it is more than 24 hours after you have registered, please see your campus [Blackboard Support representative](#).
- My Courses** section: Courses where you are: Instructor. List includes: [Introduction to Blackboard 2020](#), [Intro to Blackboard \[2019\]](#), [Blackboard Test Course 2018](#), [Blackboard Test Course 2014](#), and [Baruch Help Desk Course](#).
- My Announcements** section: *No Institution Announcements have been posted in the last 7 days.* List includes: 2020 Summer Term (5W1) Fundamentals of Ecology ENV 1003L S1BB[1136] (Baruch College) with sub-links: [If you're interested...](#), [USI Sign-up Sheet and Assignment Reminder](#), [Discussion Prep for Monday's Recitation](#), and [Video Links for First Recitation](#). Also includes [Adjunct Faculty Orientation](#).
- My Organizations** section: Organizations where you are: Leader. List includes: [BAR01_ASSESSMENT_ACCREDITATION_INSTITUTIONAL_EFFECTIVENESS: Assessment, Accreditation, and Institutional Effectiveness](#) (Leader: Rachel Fester; James Weirich;), [Baruch College Office of Testing and Evaluation - ATB](#), and [BAR01_SSPARC_FA2018: Baruch Students SPARC FALL 2018 \(not currently available\)](#).

2. Click *Update Email*.



A screenshot of a web application's 'Tools' menu. The menu is titled 'Tools' and contains a list of items: Announcements, Calendar, Tasks, My Grades, Personal Information, Enterprise Surveys, Course Materials, Goals, Application Authorization, Update Email, and Goal Performance. The 'Update Email' item is highlighted with a red rectangular border. A blue arrow points from the bottom left towards the 'Update Email' item.

| Tools |
|---------------------------|
| Announcements |
| Calendar |
| Tasks |
| My Grades |
| Personal Information |
| Enterprise Surveys |
| Course Materials |
| Goals |
| Application Authorization |
| Update Email |
| Goal Performance |

3. **Enter a valid CUNY email address.** Blackboard will only accept a valid CUNY email address.

Click **Submit** to finalize changes.

Update Email

To update email, please enter a valid CUNY email address.

ENTER EMAIL

Your current email is james.weirich@baruch.cuny.edu, please update your email below.

Enter Email

Re-Enter Email

Cancel

