How do I change my name on BlackBoard?

1. Open BlackBoard and click “Personal Information” on the left menu. (Note: Placement of this tab may vary.)

2. Click on “Edit Personal Information.”
3. Edit your information and click the “Submit” button.

4. And that’s it! Note that this will not change your email address or 901 number. The change may not appear immediately; refresh the page or click on another page in BlackBoard for the proper name to show.