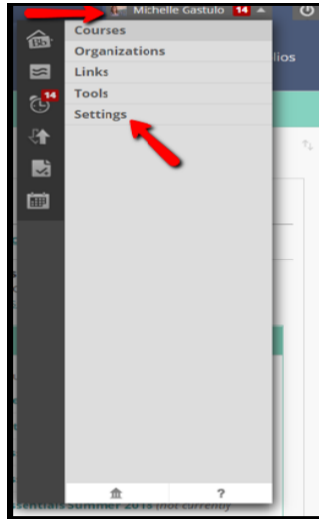
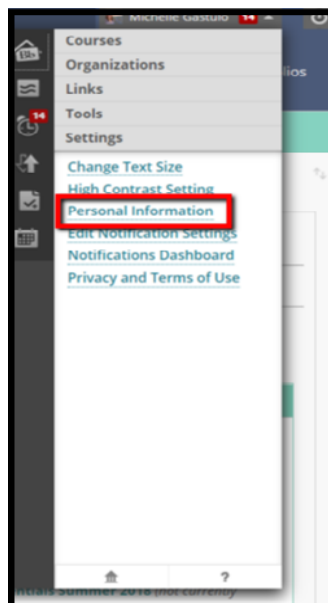


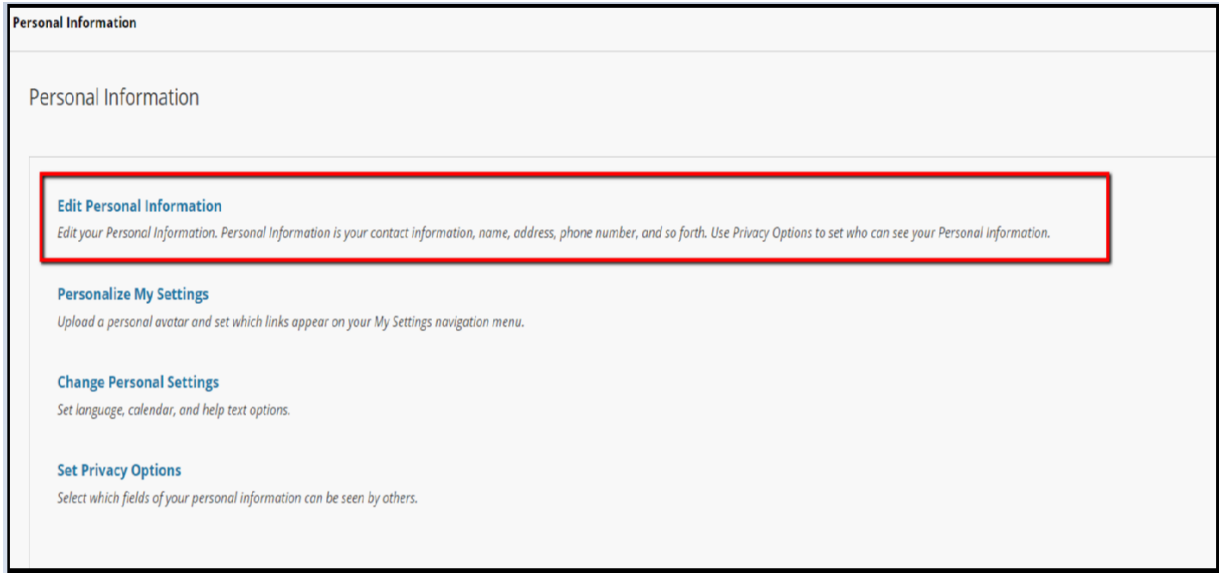
1. Locate the **Global Navigation** link (where your name appears) on the right hand side of the Blackboard home page and click on **Settings**.



2. Once in **Settings**, select **Personal Information**.



3. Click on **Edit Personal Information**.



4. Please note your EMPLID is listed as your *Username* under **Account Information**.

