# My Blackboard Profiles

1. **Access Blackboard:** To create a profile on Blackboard, you first need to access your institution's Blackboard website. This is typically provided by your school or organization.
2. **Log In:** Log in to your Blackboard account using your username and password. If you're a new user, you may need to obtain login credentials from your institution.



3. **Navigate to Your Profile:** Once you're logged in, you'll be directed to the Blackboard dashboard or your course homepage. Look for a menu or navigation bar on the page. The location of profile settings may vary depending on your institution's configuration, but it's typically found in the upper right corner or within your user settings.
4. **Access Profile Settings:** Click on your username or profile picture (if you have one) in the top right corner of the screen. Look for an option like "My Profile" or "Profile Settings" in the drop-down menu and click on it.
5. **Edit Your Profile:** Once you're on your profile page, you will have the option to edit your profile information.
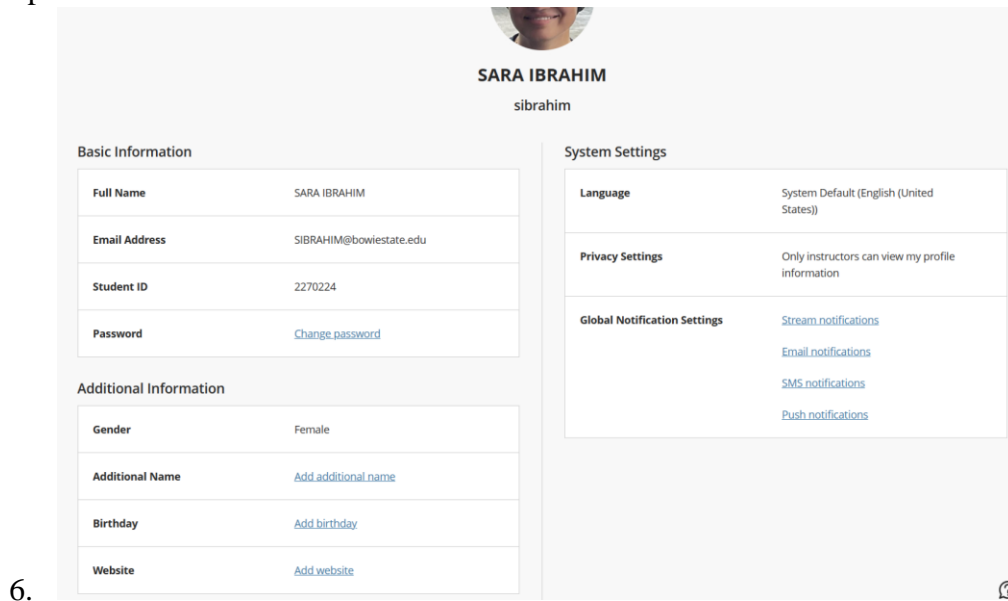
6. 

**You can usually update the following:**

7. Profile Picture: You can upload a profile picture if you like.
8. Name: Verify that your name is correct. This is often linked to your institution's records.
9. Contact Information: You may be able to add or edit your contact information, such as an email address or phone number.
10. Personal Information: Some institutions allow you to add personal information, such as a brief bio or description, which can be helpful for your instructors and peers.
11. Save Your Changes.

12. After making any necessary updates to your profile, make sure to save your changes. Look for a "Save" or "Update" button on the page.
13. Privacy Settings:
14. Depending on your institution's settings, you might have the option to control who can view your profile information. Be sure to review and adjust your privacy settings if needed.
15. View Your Profile:
16. After saving your changes, you can typically click a "View Profile" button to see how your profile appears to others.
17. Complete Your Profile: While not always required, it is good practice to provide a complete and accurate profile. Having a profile picture and relevant contact information can help instructors and peers get in touch with you more easily.