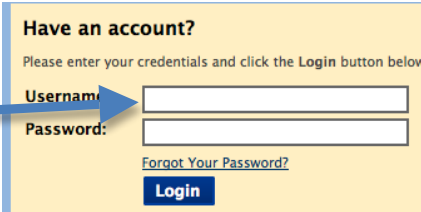


# First-time Blackboard Users

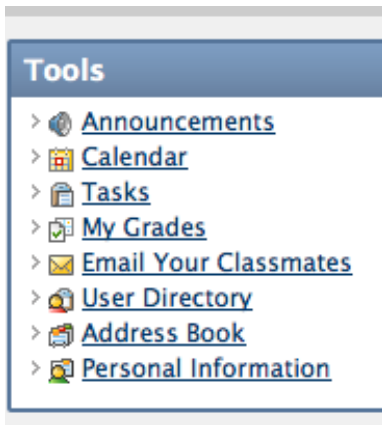
To log into Blackboard, you need your Student ID number. Type your number into both the username and password fields. Parent logins are the student id number preceded by a p. ex: p1234678.



The login screen has a yellow background. At the top, it says "Have an account?" followed by "Please enter your credentials and click the Login button below." There are two input fields: "Username:" and "Password:". A blue arrow points to the Username field. Below the password field is a link "Forgot Your Password?" and a blue "Login" button.

## AS SOON AS YOU LOGIN, CHANGE YOUR PASSWORD AND ADD YOUR EMAIL

On the left side of the MHS screen you'll notice a Tools Menu, pictured below. The last option in the menu is Personal Information. Click on that link which will open the screen you see to the right. You need to edit your personal information and change your password.

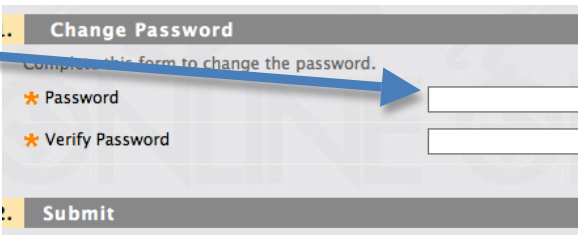


A vertical menu titled "Tools" with a blue header. It contains several items with expandable arrows: "Announcements", "Calendar", "Tasks", "My Grades", "Email Your Classmates", "User Directory", "Address Book", and "Personal Information".



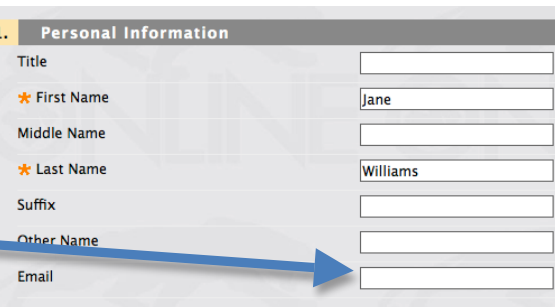
The "Personal Information" screen has a grey header with a user profile picture and the text "Personal Informa". Below the header, there are two main sections: "Edit Personal Information" with the subtext "Edit your Personal Information." and "Change Password" with the subtext "Choose a new password." Blue arrows point from the "Personal Information" menu item to these two sections.

When you change your password, simply enter a password that you will remember and don't share it with anyone. After you hit submit, you should see a green bar across the top indicating it was successfully changed.



The "Change Password" form has a grey header with the title "Change Password" and the instruction "Complete this form to change the password." There are two input fields: "Password" and "Verify Password", both with red asterisks. A blue arrow points to the Password field. At the bottom is a "Submit" button.

Now add your email address. This feature will allow you to be notified of important information. If you would like to add any other information, you may do so here, but you must add your email.



The "Personal Information" form has a grey header with the title "Personal Information". It contains several input fields: "Title", "First Name" (with a red asterisk and the value "Jane"), "Middle Name", "Last Name" (with a red asterisk and the value "Williams"), "Suffix", "Other Name", and "Email". A blue arrow points to the Email field.

*If you forget your password, you may email yourself a reminder from the login screen.*

If you have any questions about the course, please contact the teacher of that course. If you have login or system problems, email [mhsbb@midlothian-isd.net](mailto:mhsbb@midlothian-isd.net) or call 972-775-8237 x1180