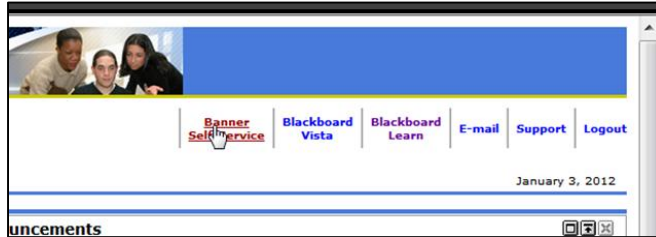




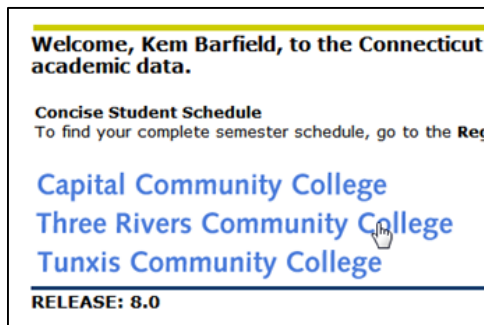
## How to Update Your Blackboard Email Address

The Blackboard email address is sent to Blackboard from Banner. You update this address in my comment using Banner Self-Service.

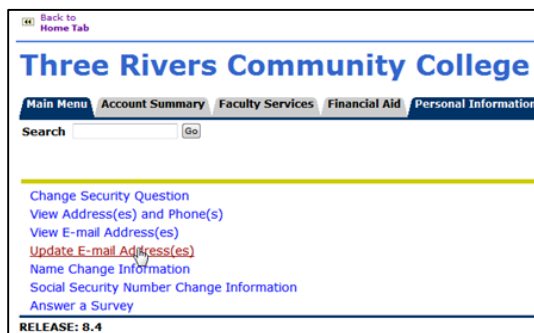
1. First log into my comment.
2. In the upper right-hand corner click on the Banner Self-Service link.



3. If you are member of or have participated in multiple colleges you should choose your current college.



4. Click the Personal Information link in the body of the page. (If necessary, click the Personal Information tab to get to this link.)
5. Select the **Update E-mail Address(es)** link.





## How to Update Your Blackboard Email Address

6. If you have multiple email addresses, choose the **Work E-mail** address by clicking the link.



7. On the **Update E-mail Address(es)-Update/Insert** page type the email address that you want used in Blackboard.

8. Retype the email address on the **Reenter E-mail\*** line.

A screenshot of the 'Update E-mail Address(es)-Update/Insert' page. It shows a form with the following fields: 'Work E-mail' (header), 'E-mail \*:' (text input field containing 'TR-DistanceLearning@trcc.commnet.edu'), 'Reenter E-mail \*:' (text input field containing 'TR-DistanceLearning@trcc.commnet.edu'), 'Delete this address?' (checkbox, unchecked), and 'Make this your Preferred address?' (checkbox, checked).

9. If not already checked, check the **Make this your Preferred address?** box.

10. Click the Submit button.

