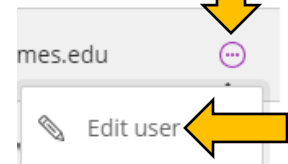


How to Change a Users Password in Collaborate Web Conferencing

In Blackboard Collaborate web conferencing tool, both the individual user/supervisor and admin to that account can change the password.

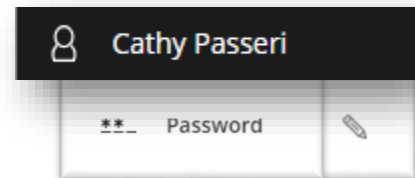
How to change a password for another user

1. Log into the Collaborate Web Conferencing tool.
2. Click on Users in the left menu. This will take you to the User Management page and all users assigned to your login will be listed here.
3. Click on the User Options button right of the specific user, then select Edit User.
4. Click on the Change Password checkbox.
5. Type in the new password in the New Password and Confirm Password fields.
6. Click the Save button.



How to change your own password

1. Log into the Collaborate Web Conferencing tool.
2. Click on your name in the left menu.
3. Click on the Edit Password (Pencil) icon to the right of Password.
4. Type in the old password in the Old Password field.
5. Press the tab key and type in the new password in the New Password.
6. Press the tab key and retype the new password in the Confirm Password field.
7. Click the Save button.



Warning

Google Chrome was used to create these instructions. If you are using a different browser, the instructions may differ. Please do not use Internet Explorer for Blackboard.