

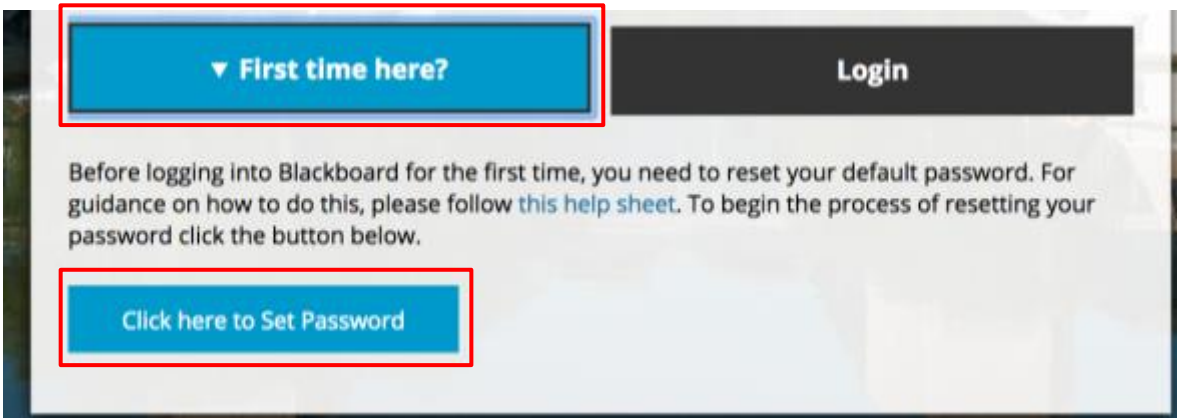
Helpsheet BB_001

Blackboard: Changing Your Default Password For First Time Users

1. Navigate to blackboard.lincoln.ac.uk.



2. Click on 'First time here?' And then click on 'Click here to Set Password'.



3. Enter your full University email address. This will have been provided to you in your joining instructions. e.g. 12345678@students.lincoln.ac.uk

Update Password

Use your University email address in the first fieldFor Students use : accountID@students.lincoln.ac.ukFor Staff use : LogonName@lincoln.ac.uk

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The new password must meet complexity requirements.

Please contact ICT for more information.

4. Enter your Old Password.

If you do not remember your old password you will need to call the ICT Service Desk on 01522 88 6500 and have your password reset. The Service Desk will provide you with a new password that you must change to one of your choice.

5. Enter a New Password and enter it again to confirm the new password.

Note: The password must:

- Be a minimum of 8 characters (longer is better)
- Contain upper and lower case letters
- Contain numbers
- Contain symbols (punctuation) such as: ! @ # \$ % ^ & * () _ + | ~ - = \ ` { } [] ; ' < > ? , . /)
- Not be based on personal information (e.g. DOB), your user name or the names of family, children or pets Not be a password you have used before.

6. Click Submit.



7. Your password has been reset. You can now log in to Blackboard.

Logging in to Blackboard.

8. Enter your Account ID.

Your Account ID is the eight-digits from your account number; for example, ABC12345678 would be 12345678.



9. Enter the new Password you have set.

10. Click 'Login'.