Uploading a Profile Picture to Blackboard
Blackboard users are able to upload a profile picture that will appear next to the user’s name in various areas of Blackboard, such as the Discussion Board.
1. Log-in to Blackboard using your name AccessID & password
2. Click on your name, in the upper right corner
3. Inside the notification panel, select **Personal Information**
4. Select **Personalize My Settings**

**Personal Information**

*Edit Personal Information*
Edit your Personal Information. Personal Information is your contact information, name, and who can see your Personal Information.

*Change Password*
Choose a new password.

*Personalize My Settings*
Upload a personal avatar and set which links appear on your My Settings navigation menu.

*Change Personal Settings*
Change Personal Settings. From this page you can control Help, text, and language options.

*Set Privacy Options*
Select which fields of your personal information can be seen by others.
6. Upload your profile picture. In *Display Options*:

1. Choose “Use Custom Avatar Image”
2. Browse & Attach an image file
Success: My Settings updated.

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Questions?

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