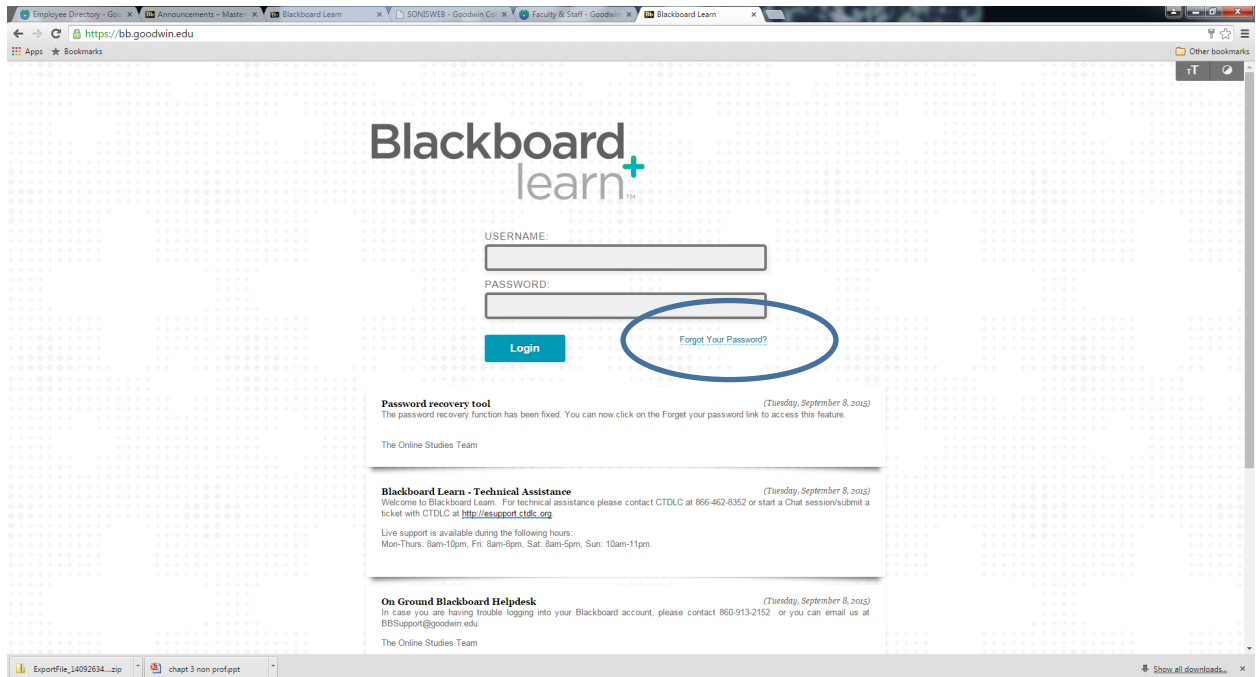# How to Reset Password

1. Click on the Forgot Your Password Link

2. Choose either Username or Email Address option to recover your password. Blackboard only requires you to pick one.
   For Example:
   First Name: Goodwin
   Last Name: College
   Username GC12344567

3. Click Submit

4. You will be re-directed back to the login page and an email sent to your student\Faculty account.
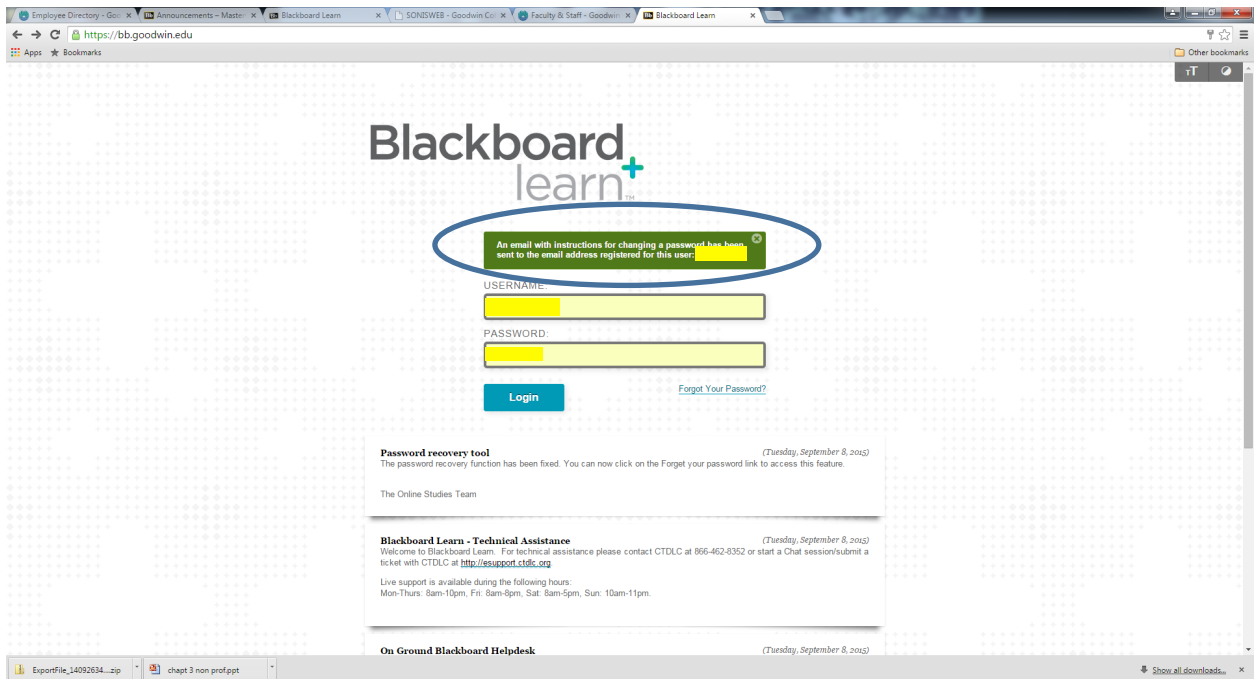
5. Log into your email account and open the email from Blackboard Administrator – no-reply@ctdlc.org and click on the Link to reset your password.
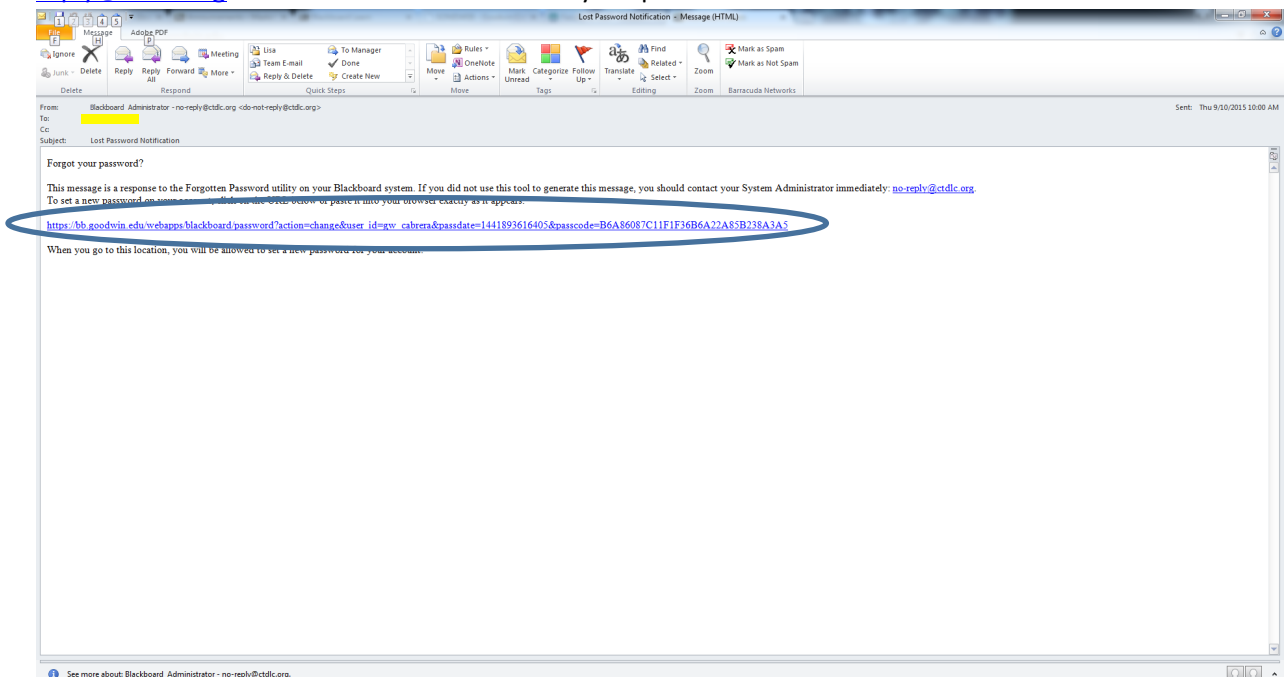
6. Type your new password and click submit.

7. End