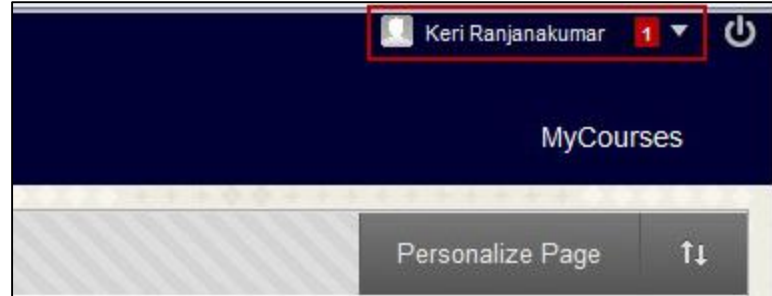


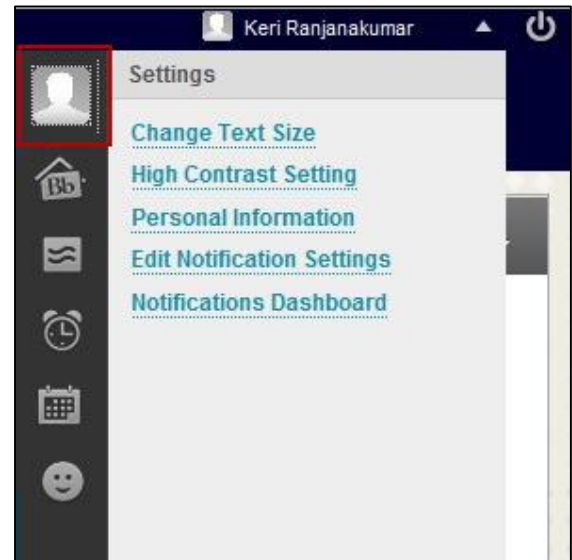
Create and Edit Profile

1. Log into Blackbaord and click on your name on the top right hand corner.



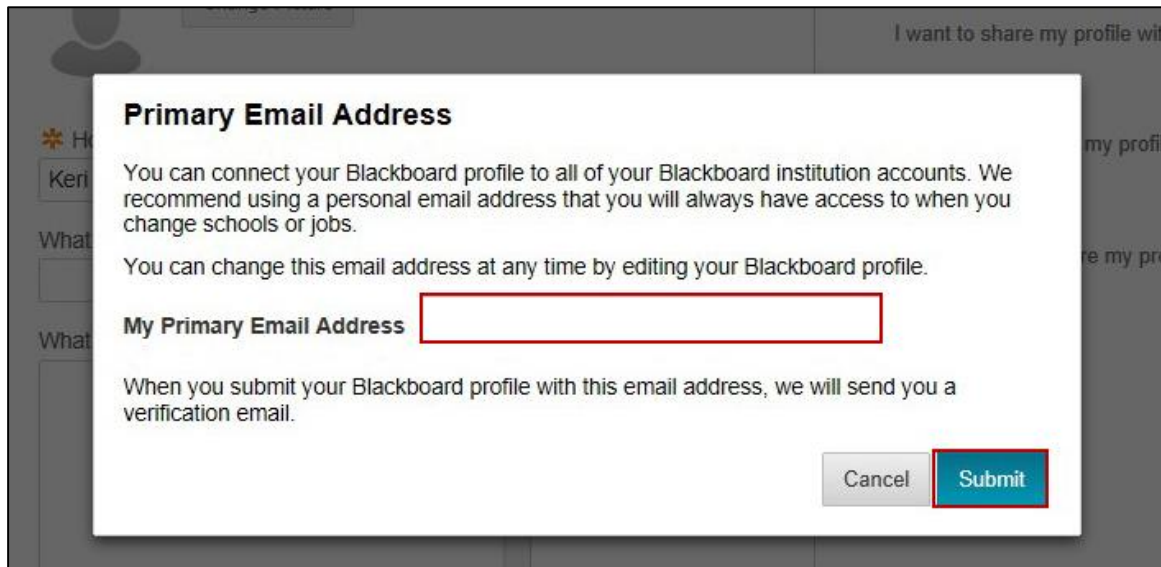
2. From the drop-down menu, click on the face icon to edit your Blackboard profile.

3. Enter your primary email address. When you submit your Blackboard profile with this email address, you will receive a verification email. With Blackboard 9.1, you can connect your Blackboard profile to all of your Blackboard institution accounts.



4. Your name and email address will automatically appear on your Blackboard Profile. It is optional to add a picture, connect with Facebook and Twitter, and add personal information.

5. **Pay attention to the Privacy Options.** If you want to share your profile with others at Humber College, click **My Institution**. If you only want to share your profile with your classmates, click **Private**. If you do not want to share your profile, please click **Hidden**.
6. Once you have created or edited your Blackboard profile, please click **Submit**. When you submit your profile, you will receive verification email from Blackboard.



Primary Email Address

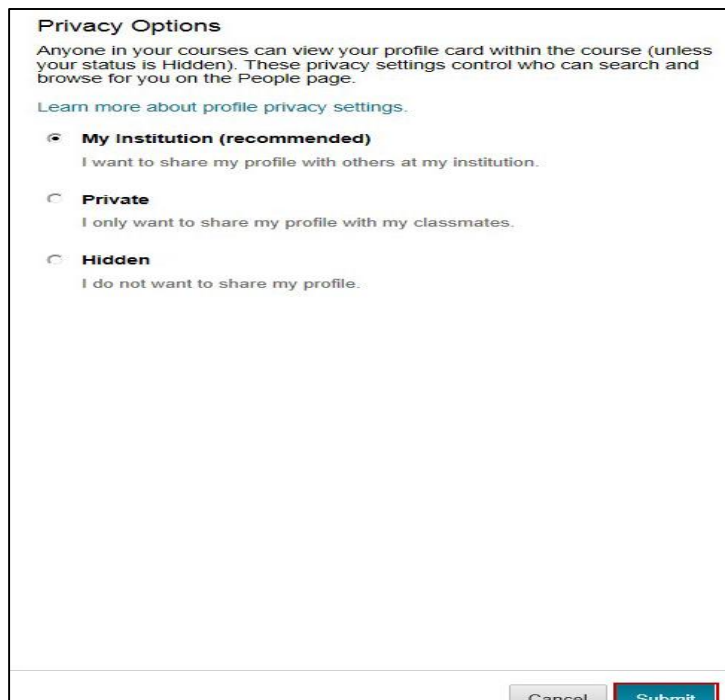
You can connect your Blackboard profile to all of your Blackboard institution accounts. We recommend using a personal email address that you will always have access to when you change schools or jobs.

You can change this email address at any time by editing your Blackboard profile.

My Primary Email Address

When you submit your Blackboard profile with this email address, we will send you a verification email.

7. Check your email and then click on the verification link provided to complete the verification. Blackboard needs to verify the email address that you included in your profile.



Privacy Options

Anyone in your courses can view your profile card within the course (unless your status is Hidden). These privacy settings control who can search and browse for you on the People page.

[Learn more about profile privacy settings.](#)

☒ **My Institution (recommended)**
I want to share my profile with others at my institution.

☐ **Private**
I only want to share my profile with my classmates.

☐ **Hidden**
I do not want to share my profile.