

Changing Your Email for Blackboard

Blackboard is not only a way to check your grades and take quizzes, but it is also a way for teachers and students to communicate with each other. However, many students do not know that the email address they provided at registration will be the email address added into the Blackboard system. At some point in time, a student may not want to be known as TabHunterMarryMeNow@juicymail.com to his or her classmates, and will decide to give an alternate email address.

The first step in this process is to log into ACC Online Services, which is accessible from the ACC homepage (<http://www.austincc.edu>). Click on the "Student Login" link on the lower right-hand side of the page to enter Online Services. (Figure 1)



Figure 1

From the ACC Online Services page, select "Login" (Figure 2), then enter your **ACCeID** and password on the following page. (Figure 3)

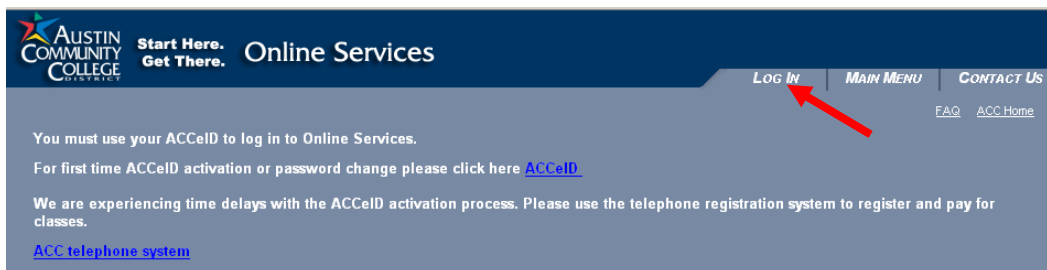


Figure 2

Figure 3

This will return you to the ACC Online Services main page.



Click on the picture for “Current Students” then from the menu, click on “Change Email” located under the “Academic Profile” heading. (Figure 4)

Figure 4

On the next page, replace the email displayed in the email field with one which you would prefer to be contacted at, then click on “Submit”. (Figure 5)

Figure 5

Your new email has now been updated with ACC Online Services and Blackboard!