

# How to use the Blackboard "Forgot Your Password" Link For Columbus City School Staff Members!

## What is my Blackboard User ID?

Your Username/Employee Number is a 6 digit number that starts with a "1"

Your password is your birthday (mmddyyyy) unless you have already changed it!

The "Forgot Your Password" link works for **STAFF MEMBERS ONLY-NOT STUDENTS!**

If you use this service, you will have to put your official first name and middle initial down in the First Name field.


An email will be sent to you in a few minutes with instructions on how to reset your password! **Only fill in Username Option or Email Option, NOT BOTH!**

Example:

- Official First Name, space, middle initial with the district: Jane A (no period)
- Official Last Name with the district: Doe
- Only fill in Username Option or Email Option, NOT BOTH!

(Staff accounts automatically use CCS email) associated with the account.

## Example of Username Option:

 **Lost Password**

**1 Username Option**  
Enter your **First Name, Last Name, and Username** to change the password. An active email address must be associated with the account to change the password. An email will be sent with instructions to change the password. The current password will remain active until it is changed by following the instructions.  
First Name  ← Note the use of a middle initial, no period! →  
Last Name   
Username

**2 Email Address Option**  
Enter your **First Name, Last Name, and Email Address** to change the password. An active email address must be associated with the account to change the password. An email will be sent with instructions to change the password. The current password will remain active until it is changed by following the instructions.  
First Name   
Last Name   
Email

**3 Submit**  
Click **Submit** to finish. Click **Cancel** to quit.


## You will receive this message:

 **Email Sent**

An email with instructions for changing a password has been sent to the email address registered for this user: 111111.

Friday, October 30, 2009 1:47:34 PM EDT

## Example of Email Option:

 **Lost Password**

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**1 Username Option**

Enter your **First Name, Last Name, and Username** to change the password. An active email address must be associated with the account to change the password. An email will be sent with instructions to change the password. The current password will remain active until it is changed by following the instructions.

First Name

Last Name

Username

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**2 Email Address Option**

Enter your **First Name, Last Name, and Email Address** to change the password. An active email address must be associated with the account to change the password. An email will be sent with instructions to change the password. The current password will remain active until it is changed by following the instructions.

First Name  ←→ Note the use of a middle initial, no period!

Last Name

Email  ←→ Can only be your CCS email address!

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**3 Submit**

Click **Submit** to finish. Click **Cancel** to quit.

## You will receive this message:

 **Email Sent**

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An email with instructions for changing a password has been sent to the email address registered for this user: 111111.

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## STAFF: Still Need Help with your Blackboard account?

Email [blackboard@columbus.k12.oh.us](mailto:blackboard@columbus.k12.oh.us) via your CCS email account, no personal email accounts.

You can also call 365-5271 OR 365-5100 during school hours for Blackboard support. If you get Voice Mail, please leave a message and we will return your call ASAP.

If you have other Blackboard questions or concerns please contact Janet James at: [blackboard@columbus.k12.oh.us](mailto:blackboard@columbus.k12.oh.us) or 365-5100. If you are having trouble with a specific course, please provide the course ID # and any other specific details. The more details you provide, the easier it is to assist you!