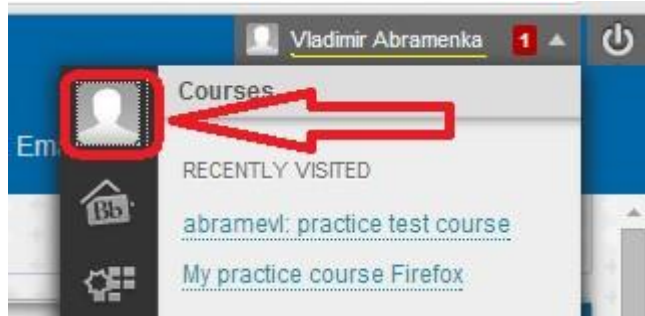


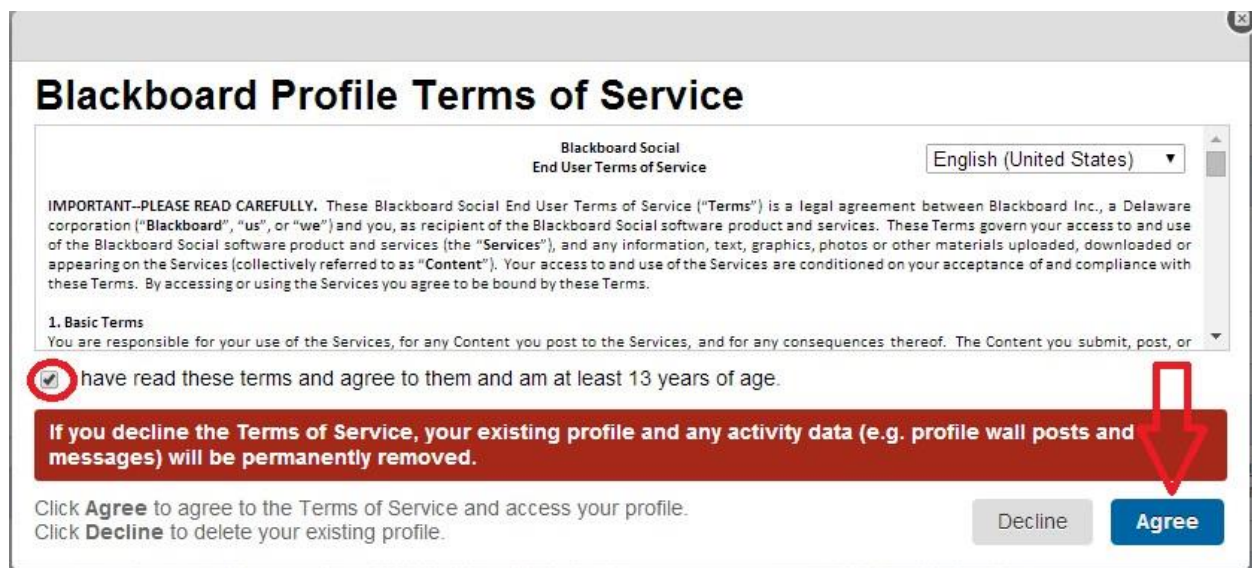
How to add profile picture to Blackboard

To access your profile on Blackboard **for the first time**, please perform the following steps:

- ✓ Click on your name (upper right hand corner of Blackboard);
- ✓ Click on the small picture icon (circled)




- ✓ Accept and Agree Blackboard Profile Terms of Service:



- ✓ Enter your primary email address (you can use your gvsu email address) and Click **Submit**:

Primary Email Address

Your Blackboard profile uses your email address to connect your Blackboard institution accounts and your Blackboard services to a single profile. If you have used one of these services before, use the same email address here.



Blackboard
xpLor™

For new profiles, we recommend using an 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.


[Cancel](#) [Submit](#)

- ✓ Click “I don’t have a MyEdu Account” to create one.

Blackboard + myEdu

Welcome to your new Blackboard Profile!

Use your new profile to show mentors, peers, and employers what's unique about you. Showcase projects, languages, internships, work experiences, organizations and the competencies that you have learned and utilized.



Courses **Projects**

Grades **Competencies**

[I Have A MyEdu Account](#) [I Don't Have A MyEdu Account](#)

- ✓ You need to fill the required information:

Blackboard + myEdu ✕

Let's get started!

Here's what we need to create your profile...

My name is . I am attending

I am planning to get a . In

I think I'll graduate in

My email is


[Back](#) **Done**

✓ The next step is to select privacy settings. Once you choose privacy settings, please click **Submit**:


Blackboard + myEdu

Privacy Settings


Your privacy settings allow you to control what fellow students, faculty, and employers see your profile on Blackboard and [MyEdu.com](#). Safeguarding your academic information is our first priority at Blackboard.




Hidden




My Institution



All Institutions



Institutions +
Employers

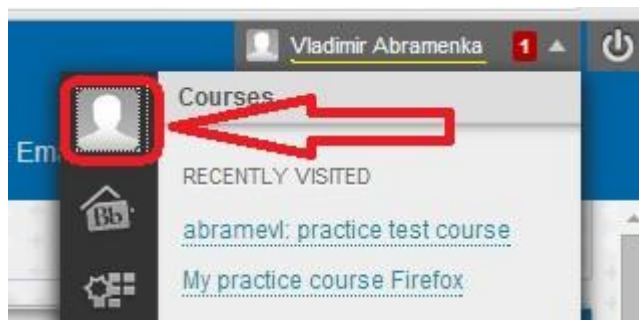


Public

Please select a privacy setting. You can always change it later. **Done**

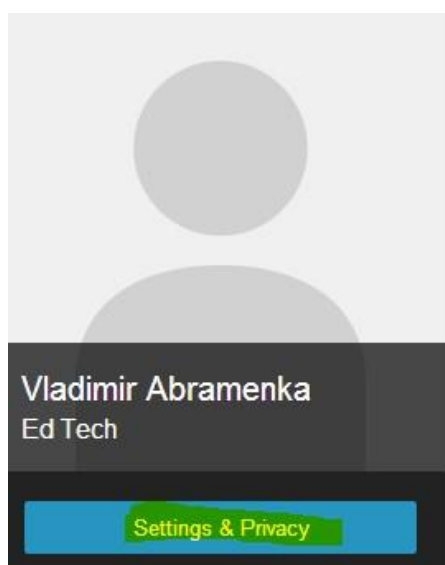
- ✓ Once your profile is created you should access it :

Click on your name (upper right hand corner of Blackboard);



Click on the small picture icon (circled)

- ✓ When you get access to your profile, click on Settings & Privacy



Settings & Privacy

* Required Field

Picture

Change Picture

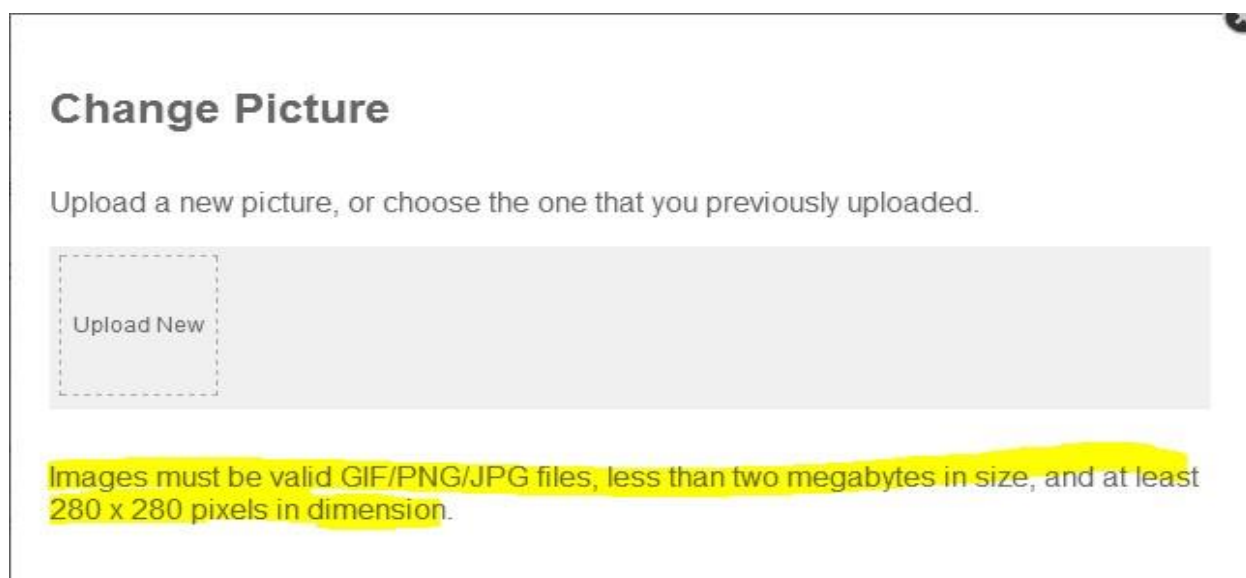
* How would you like your name displayed?

Vladimir

Abramenka

What would you like to share about yourself?

- ✓ Click on **Change Picture** and select **Upload New**



Please note image requirements!!!

- ✓ Select and upload desired picture file from your computer;
- ✓ Once you upload your picture you can also crop using dimension boxes. Click Save to keep the changes:

Crop

Choose which part of the picture...



Top Left(X)	0
Top Left(Y)	0
Width/Height	453

Cancel Save

- ✓ In order to display your profile picture, select My institution in privacy options:

*Privacy Options

Your privacy settings allow you to control what fellow students, faculty, and employers see your profile on Blackboard and [MyEdu.com](#). Safeguarding your academic information is our first priority at Blackboard.

 Hidden	 My Institution	 All Institutions	 Institutions + Employers	 Public
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[Delete My Blackboard Profile](#)

Cancel Save

- ✓ Finally select the save button on the profile page to save changes to your Blackboard profile/picture.