Entry fields indicated with an asterisk are required.

Changing email addresses in Blackboard is an easy two step process. Please note that the change function requires you to enter a CUNY email address.

1. Access Blackboard and locate the **Tools** module on your Home tab. This should appear at the top of the left-column. Click the link labeled **Update Email**.



Click
**Update Email**

1. On the Update Email Address screen, enter your John Jay email address twice, and hit **Submit** at the bottom.

