

JOHN JAY COLLEGE OF CRIMINAL JUSTICE | ONLINE SUPPORT CENTER

Changing Your Blackboard Email Address Quick Guide


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**.




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


 **Update Email Address in Blackboard**

To update your Blackboard email address, please enter a valid CUNY email address.


1. Enter Email

Your current email is BLACKBOARD@JJAY.CUNY.EDU, please update your email below.

 Enter Email

 Re-Enter Email

2. Submit

 Indicates a required field.