

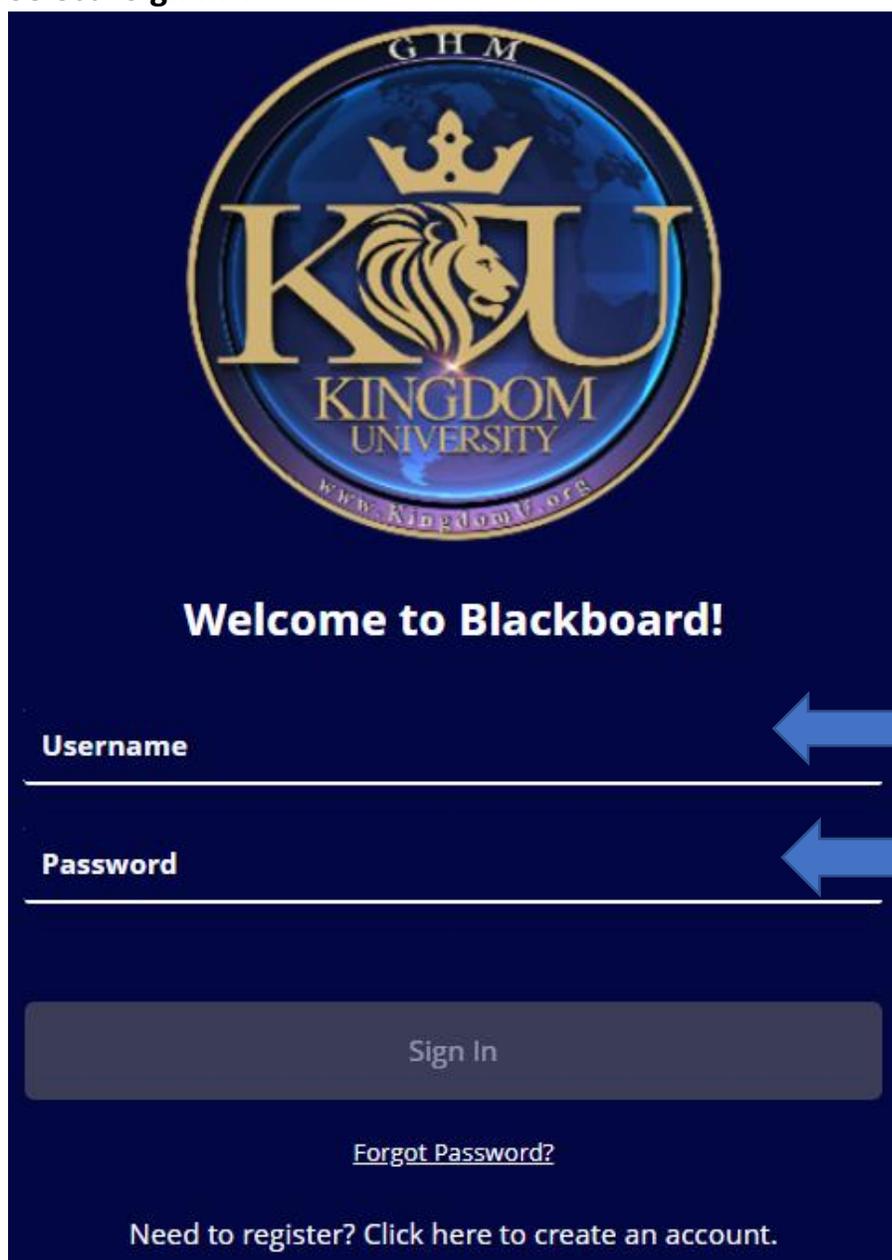
HOW TO LOGIN TO BLACKBOARD FOR THE FIRST TIME?

STEP 1: When you enroll for class at Kingdom University an email is sent to you with a temporary password.

Login to <https://kingdomu.blackboard.com>

The following login screen will appear. **“Username”** will be your **“email address.”** **“Password”** will be the **“Temporary password”** that was sent in your email.

Select **“Sign In”**.



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www.kingdomu.org

Welcome to Blackboard!

Username

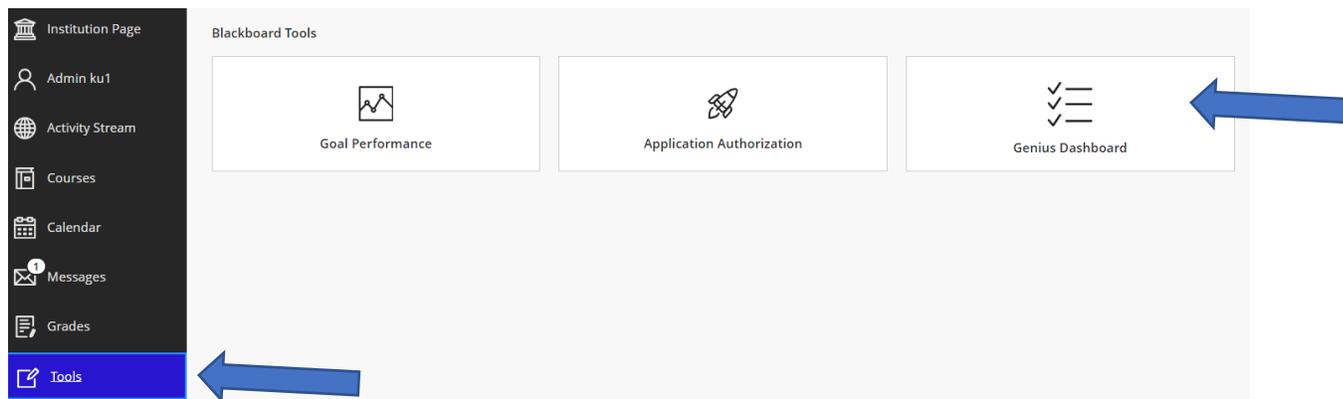
Password

Sign In

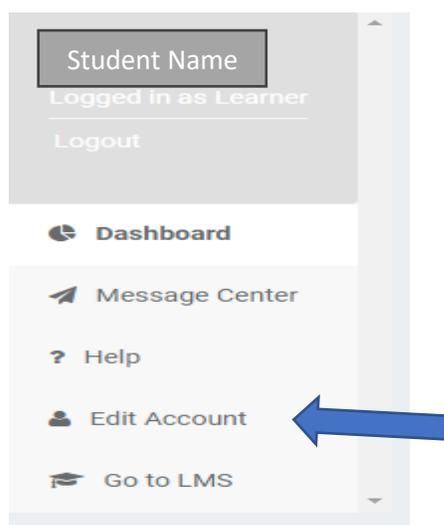
[Forgot Password?](#)

Need to register? [Click here to create an account.](#)

STEP 2: Please change your temporary password to your preferred login by selecting **“Tools”** and then select **“Genius Dashboard”**.

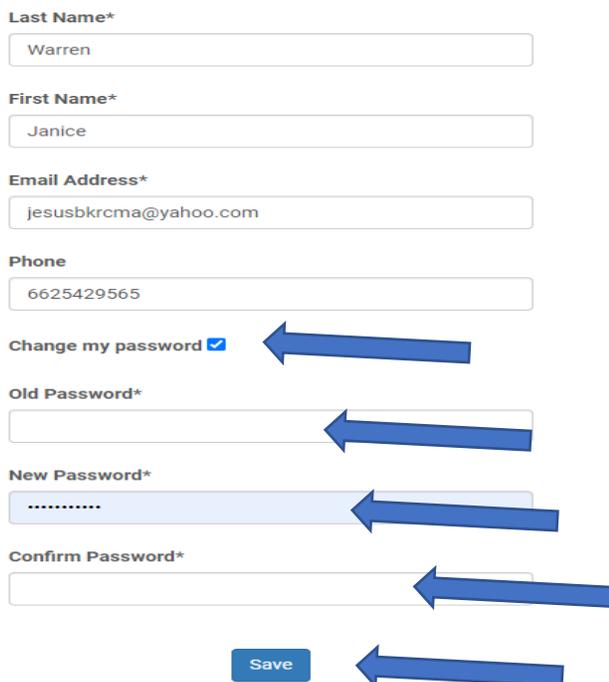


STEP 3: On the **Genius dashboard**, Select **“Edit Account.”**



STEP 4: On this screen your information will pull in from your profile automatically. Make sure you check the box by **“Change my password.”** Enter your **“Temporary password”** in the **“Old Password”** field. Enter your **“New Password”** in the **“New Password”** field and the **“Confirm Password”** Field and select **“Save.”**

 EDIT ACCOUNT



Last Name*
Warren

First Name*
Janice

Email Address*
jesusbkrcma@yahoo.com

Phone
6625429565

Change my password ←

Old Password*
←

New Password*
..... ←

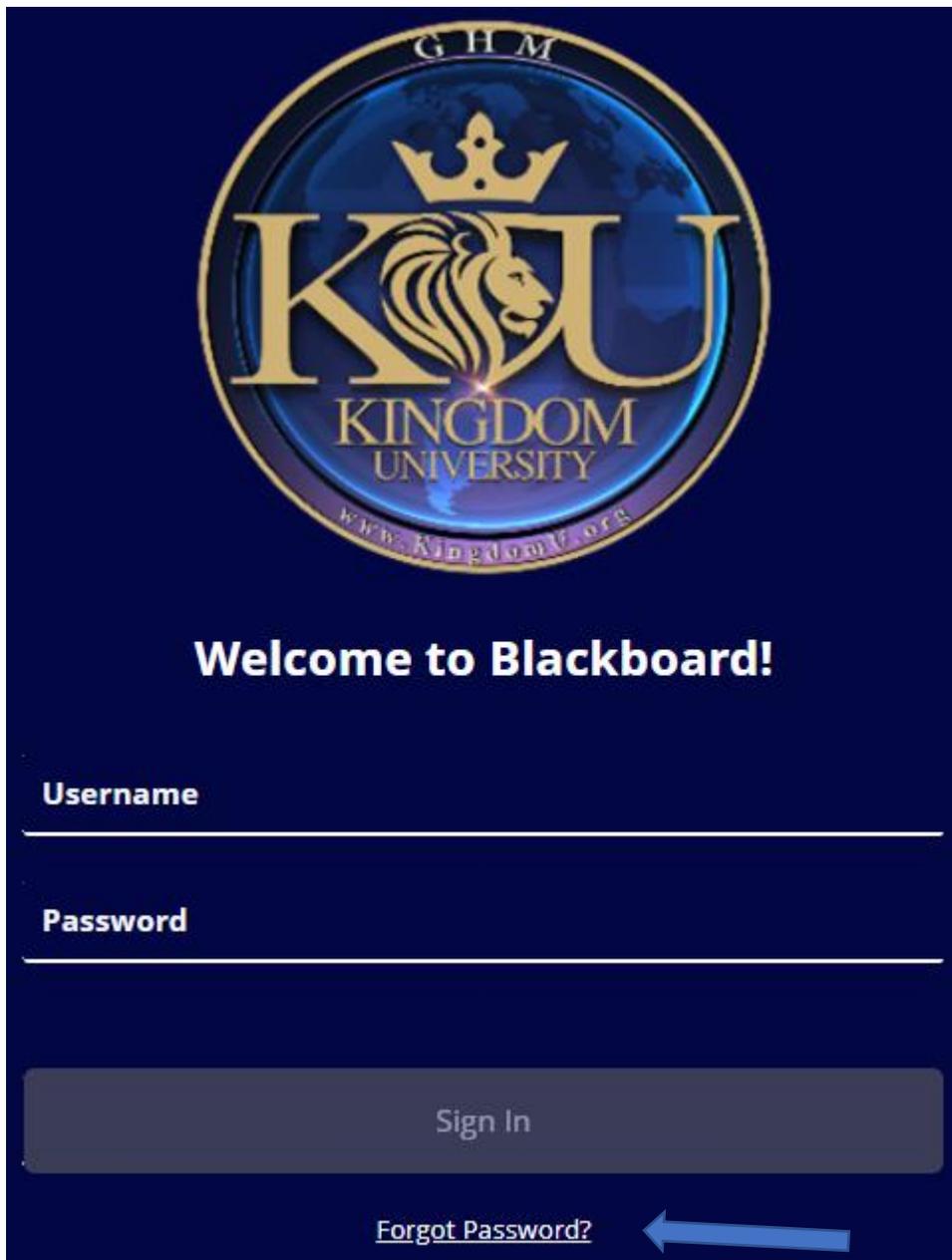
Confirm Password*
←

Save ←

STEP 5: Return to sign on screen and use **“new password”** you created to login.

FORGOT PASSWORD?

STEP 1: If you forget your password or have issues with it you can click the “**Forgot password?**” link



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Welcome to Blackboard!

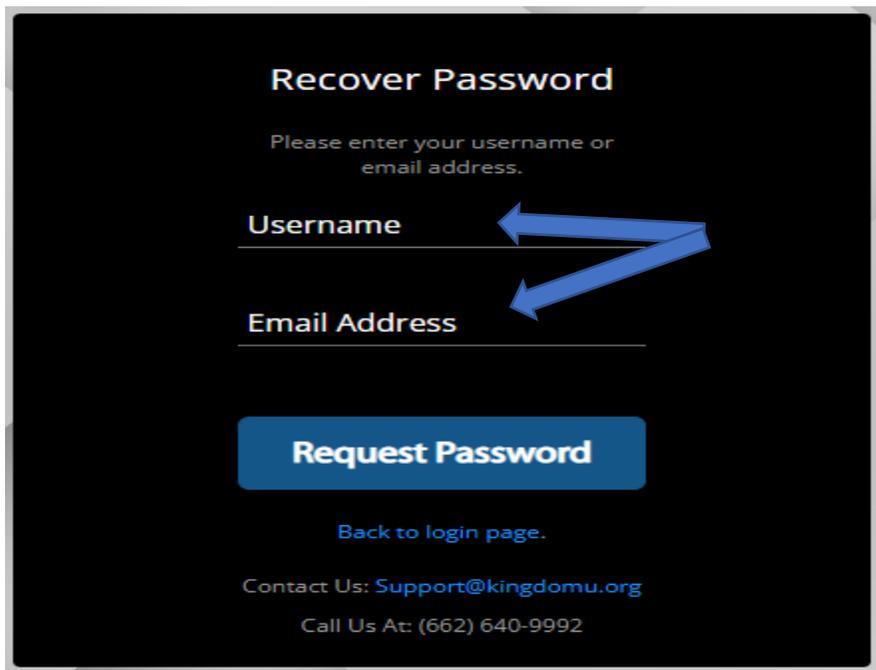
Username

Password

Sign In

[Forgot Password?](#) ←

STEP 2: A “Recover Password” box will appear. “Username” and “Email address” will be your email address entered two times. Then select “Request Password.”



STEP 3: An email with a “link” will be sent to your email address. Click on the “link” and a “Enter New Password” box will display. Put your new password in twice . It will tell you, you have successfully changed your password. Return to the logon screen and enter your email and new password.

New Password requirements:

- 1) At least one capital letter
- 2) At least one lower case letter
- 3) At least one number
- 4) At least one special character (!, @)
- 5) At least 8 characters in length

Need further assistance. Email us at Support@kingdomu.com