Know-TAITE

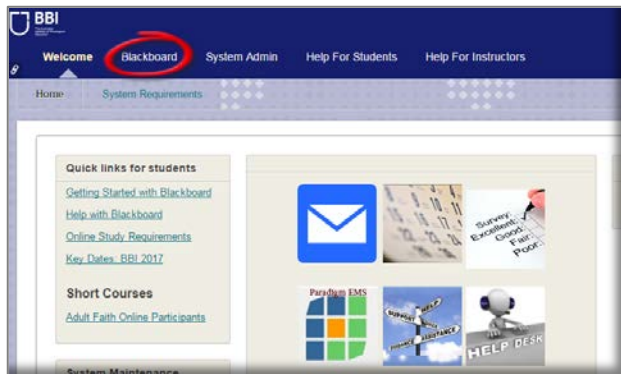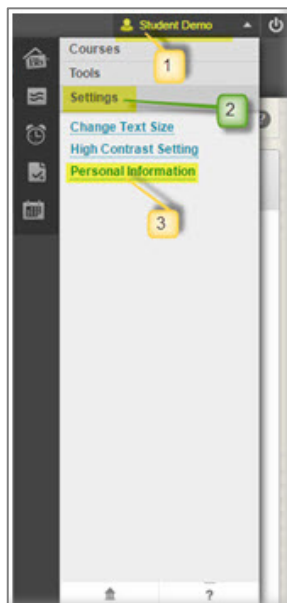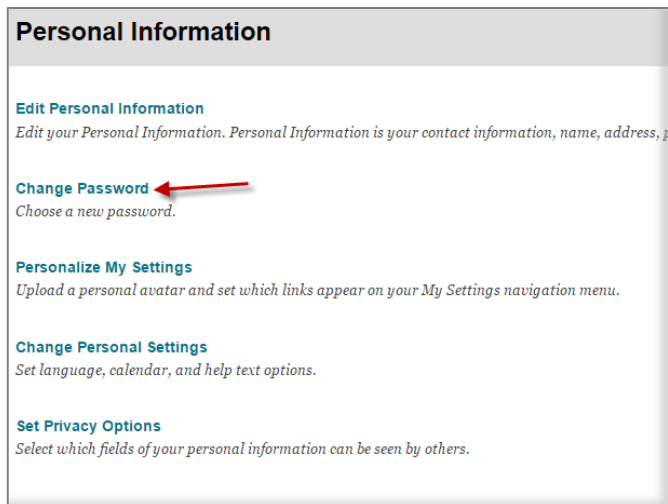# Resetting your Password

1. Login to BBI TAITE's Blackboard system - **Know-TAITE**. You will be presented with the Welcome page. Click on 'Blackboard' to get to your Home Page.

2. Click on your name in the top right hand corner of the screen (1), and then click on 'Settings' at the bottom of the menu (2) and then select 'Personal Information' (3).

3. Click on 'Change Password'.

Personal Information

Edit Personal Information
Edit your Personal Information. Personal Information is your contact information, name, address,
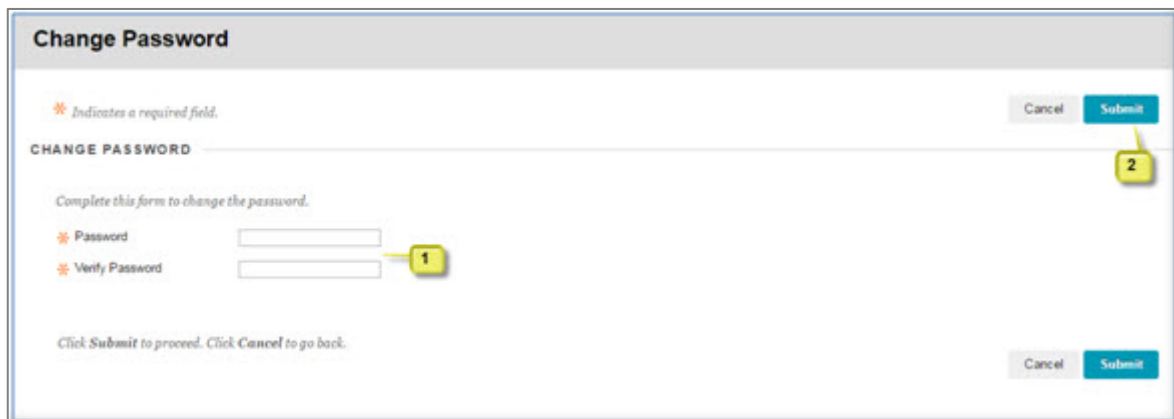
Change Password
Choose a new password.

Personalize My Settings
Upload a personal avatar and set which links appear on your My Settings navigation menu.

Change Personal Settings
Set language, calendar, and help text options.

Set Privacy Options
Select which fields of your personal information can be seen by others.

4. Enter your new password twice to verify it (1), and then click the Submit button (2).

Change Password

※ *Indicates a required field.*   Cancel   Submit

CHANGE PASSWORD   2

Complete this form to change the password.

※ Password

※ Verify Password   1

*Click **Submit** to proceed. Click **Cancel** to go back.*

                                                                Cancel   Submit