



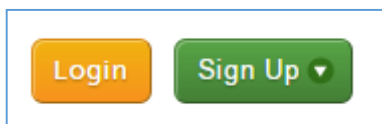
Softball Australia Basic and Open Rules Assessment

How to Retrieve Or Change Your Password and Personal Details

1. Type the URL for Blackboard Learn into a web browser or click.

<https://www.coursesites.com>

2. Select login.



3. On the gateway page, click Forgot Your Password?

Have an Account?

Please enter your credentials and click the Login button below.

OR Sign in with

Don't have an account?

Need Help?

Forgot Your Password? (new window)

4. For Password change or reset - Type your first name, last name, and username or type your first name, last name, and email address.

Important Notes:

All names and emails are case sensitive and need to be filled in correctly or you will not receive the reset email.

If you have changed your email you will not be able to reset, please contact leighevans@westnet.com.au

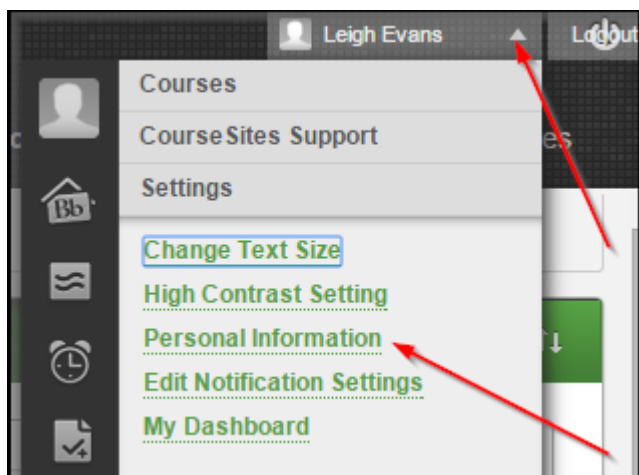
5. Click Submit.

After submitting the request for a new password, you will receive an email message with instructions to change your password.

Your current password remains active until you change it by following the instructions.

How to change your Password

1. From inside 'Course Sites' use the [global navigation menu](#), or click your name and click Settings and select Personal Information. You can also access Personal Information on the Tools panel.



2. On the Personal Information page menu, select Change Password.
3. On the Change Password page, type a new password for the account. The password must be at least one character and contain no spaces. Passwords can contain a maximum of 32 characters.
4. Type the password again to ensure accuracy.
5. Click Submit.

How to Edit Personal Information

You can edit the information that appears in your account profile on the Edit Personal Information page. Changes you make on this page are reflected throughout Blackboard Learn. For example, if you change your last name, the new last name appears in all the courses you are enrolled in. Most of the personal information is optional.

1. From the [global navigation menu](#), click Settings, and then click Personal Information. You can also access Personal Information on the Tools panel.
2. On the Personal Information page, click Edit Personal Information.
3. On the Edit Personal Information page, make changes to the appropriate fields.
4. Click Submit.