



Softball Australia Basic and Open Playing Rules Assessment

How to Retrieve or Change Your Password

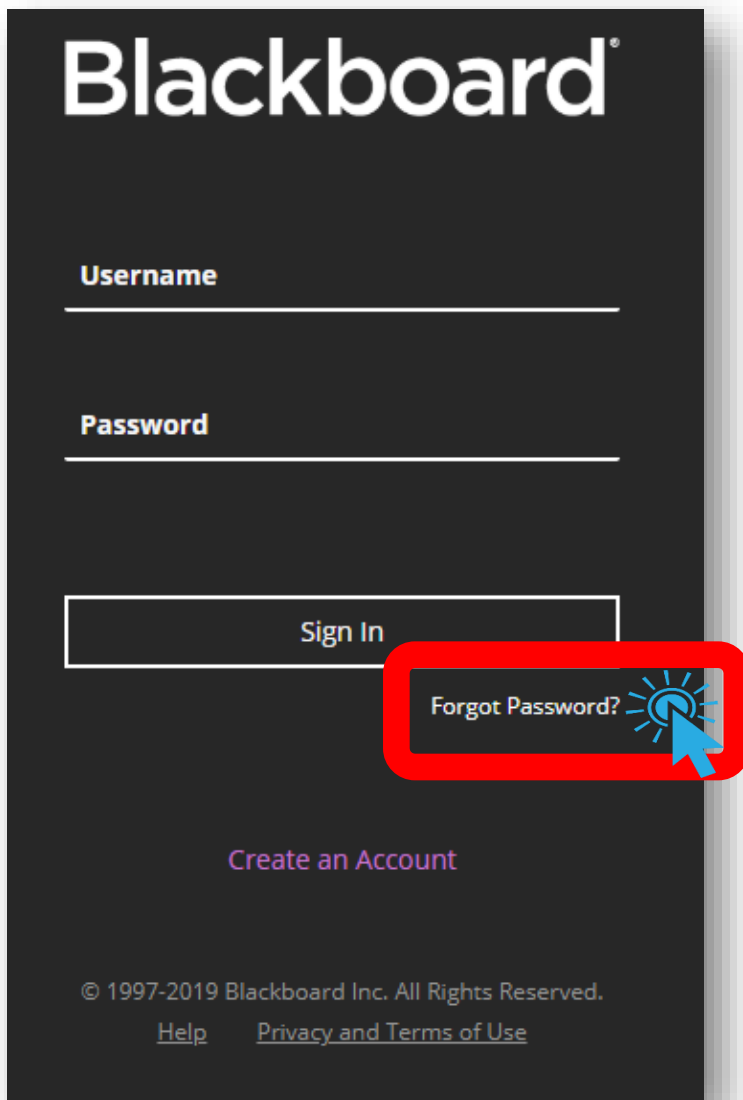
If you have forgotten your username or password:

1. Browse to the coursesites.com website
2. Click on the "Forgotten Password?" Link
3. A new window will open. You have two options:
 - a. If you know your username, use the USERNAME section
 - b. If you don't know your username, use the EMAIL ADDRESS section
4. Click on "Submit"
5. You will receive an email from the CourseSites system with a link that will allow you to change your password.

Notes

- All details, including email addresses, are case sensitive and must be entered correctly
- If your email address has changed, you will not be able to reset your password via the website. Please contact leighevans@westnet.com.au

Figure 1 - Click on "Forgot Password?"

A screenshot of the Blackboard login page. The page has a dark background with white text. At the top, the word "Blackboard" is written in a large, white, sans-serif font. Below it, there are two input fields: "Username" and "Password", each with a white underline. A "Sign In" button is located below the password field. To the right of the "Sign In" button, there is a link that says "Forgot Password?" with a blue gear icon next to it. This link is highlighted with a red rounded rectangle, and a blue mouse cursor is pointing at the gear icon. Below the "Sign In" button, there is a link that says "Create an Account" in a purple color. At the bottom of the page, there is a copyright notice: "© 1997-2019 Blackboard Inc. All Rights Reserved." and two links: "Help" and "Privacy and Terms of Use".



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Figure 2 - Complete details for either USERNAME or EMAIL ADDRESS sections

Lost Password

To change your password, provide information for one option only: Username or Email Address.

USERNAME OPTION

To change your password, type your **First Name, Last Name, and Username**. You need an active email address associated with your account to receive instructions. Your current password remains active until you change it.

First Name

Last Name

Username

OR

EMAIL ADDRESS OPTION

Enter your **First Name, Last Name, and Email Address** to change the password. You need an active email address associated with your account to receive instructions. Your current password remains active until you change it.

First Name

Last Name

Email

Click **Submit** to proceed.



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Figure 5 - Enter your new email and verify it, then click "Submit"

Change Password

CHANGE PASSWORD

Complete this form to change the password.

Password

Verify Password

*Click **Submit** to proceed.*

Submit



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Instructions to change your password or edit personal information:

1. Browse to the coursesites.com website and login using your username and password
2. Click on your name in the menu on the left of screen
 - a. To change your password, click on "Change password"
 - b. Other details may be changed by click on the desired link




Note

- *There is no requirement to enter or update personal information. This information is not utilised in any way by the National Umpiring Committee and is not required in order to complete assessments.*

Figure 6 - Click on "Change password"

The screenshot shows the Blackboard user interface. On the left is a dark navigation menu with the Blackboard logo at the top. Below the logo are several menu items: Institution Page, Jason Carter (with a user icon and a gear icon), Activity Stream, Courses, Organizations, Calendar, Messages, Grades, Tools, and Sign Out. The 'Jason Carter' menu item is highlighted with a red rounded rectangle, and a blue mouse cursor is clicking on the gear icon next to it. The main content area on the right is titled 'Basic Information' and contains a table with the following data:

Full Name	Jason Carter
Email Address	j.carter@bigpond.net.au
Student ID	Add student ID
Password	Change password 

The 'Change password' link in the Password row is highlighted with a red rounded rectangle, and a blue mouse cursor is clicking on the gear icon next to it. Below the 'Basic Information' section is the 'Additional Information' section.



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Figure 7 - Enter your old password, new password (with confirmation) and click on "Save"

Profile Settings

Change Password

You can change your Blackboard Learn system password here.

Your password is case sensitive and can't be blank.

*** Old Password**

*** New Password**

*** Confirm New Password**

Save

