Selecting/Updating Preferred Banner & Blackboard Email Walkthrough

In order to select/change the email address used by Blackboard you must specify a “Preferred” email address to use. In order to do this you must create/update your personal information in Blue & Gold. Listed below is a step by step walkthrough on how to do this. If you have any questions or require assistance please contact the CIS Helpdesk at 361-593-HELP (4357).

Once you have selected your preferred email address it will be updated in Blackboard within the next 24hrs.

Step 1

- Log in TAMUK Homepage (www.tamuk.edu) and click on Blue & Gold Icon
Step 2

- Click log-in button

Step 3

- Log into Blue & Gold using Banner ID: (K00####) and PIN: (date of birth) (default)
Step 4

- Click on “Personal Information” button

Step 5

- Click on “Update Email Addresses”
Step 6

- **OPTION 1:** Do you have a “Preferred” email address?
  - If you have a preferred email already simply “Click” on the email address text that has been designated as your “Preferred” email address.
  - Proceed to Step 7

- **OPTION 2:** Are you missing a “Preferred” email address?
  - Click the email you wish to make your “Preferred” or create a new email address.
  - Proceed to Step 7
Step 7

- Update Email Field and all corresponding options. Make sure to select your email as “Preferred” in order to have your email used for Blackboard. Then Click Submit.

Step 7

- When done, the email you have selected/created to be your “Preferred” email address will be your email address used for Blackboard.
  - Please note that any other university services that utilize your preferred email address to communicate with you will also use this email address.