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May 27, 2021

Resetting Your Password in Blackboard

If you wish to log into Blackboard directly, please follow the instructions below:

- Go to <https://www.blackboard.gia.edu> or download the *Blackboard App* from the either the Apple App Store (iOS) or from Google Play (Android).
- You will need to reset your password for the initial login. Select the “Forgot Password” hyperlink under the login page.
- Enter your first name, last name, and either your User ID or Email address. Ensure this information exactly matches GIA records. Then select “Submit.”
 - IMPORTANT: If your GIA record includes your middle name, you must include it as part of the “first name” field *without* adding a space between the two names. Ex: You would enter **FirstMiddle**, not **First_Middle**. The same is true if you have more than one last name included on your record.
- You will receive an email from Blackboard with further instructions and a password reset link.
 - NOTE: the link is time sensitive and will expire within 15 minutes of receipt. Should this happen, you will need to complete the reset steps, as outlined above, once more.
 - The preferred browser for Blackboard is Chrome. If your default browser, whether you are using a desktop computer, iPad, or iPhone, is something other than Chrome (e.g., Safari), first copy the link from the email and then paste the link in Chrome.

Changing Your Password in Blackboard

To change your password in Blackboard, once you have successfully logged in using the Desktop version of Blackboard:

- Use the drop down menu at the top right-hand side of the screen (displays your name) to select “Settings.”
- Select “Personal Information.”
- Select “Change Password.”
- Enter your current password and your new password, then select “Submit.”

Questions? Email onlinesupport@gia.edu

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