How to Find Your EMPL ID on Blackboard

**Step 1** Log in to Blackboard.

**Step 2** On this page, scroll down until you locate a “Tools” section. In most cases it is on the left hand side of the page, but it may appear in the middle or to the right. You can see an example of what the Tool section looks like on Step 3.
**Step 3** This is what the Tools section looks like. Under “Tools”, click “Personal Information”.

**Step 4** On the next page, click “Edit Personal Information.”
**Step 5** You can find your EMPL ID under “Account Information”. “Username” = EMPL ID (also known as CUNY First ID) on Blackboard.