Please complete the following steps to self-register for the safety trainings housed on Blackboard.

Step 1: Log onto Blackboard with your Pace Username and Password.

Step 2: Click on the “Community” tab at the top of the screen.

Step 3: An “Organization Search” box will be on the left hand of the screen. In the box, search for “Safety”. Your search results will yield one group named “Environmental Health and Safety Training”.
Step 4: Under the Organization ID of “Environmental_Health_and_Safety_Training”, there is a chevron (-chevron). Click on the chevron ( Chevron) to make the Options Menu visible.

Step 5: Click “Enroll”.

Step 6: Blackboard will confirm your intention to enroll in Organization: Environmental Health and Safety Training (Environmental_Health_and_Safety_Training).

Click either “Submit”.
Step 7: You will be given a message “Action Successful: Success: Enrollment in Environmental Health and Safety Training (Environmental_Health_and_Safety_Training) as *YOUR PACE ID* has been processed.” Click “OK” to complete self-registration.

You now have access to the EH&S Online training Page. Training modules can be accessed by clicking on “EHS Training” from the menu on the left pane of the screen.

Modules feature a presentation that must be reviewed. After reviewing a presentation, you will be given a password to access the post-test. To receive credit for the training, a score of 70% or higher is required.

Contact EH&S with any training related questions at banderson@pace.edu or 2-2818.