

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



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Step 1: Log onto <u>Blackboard</u> 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 (☑). Click on the 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.



