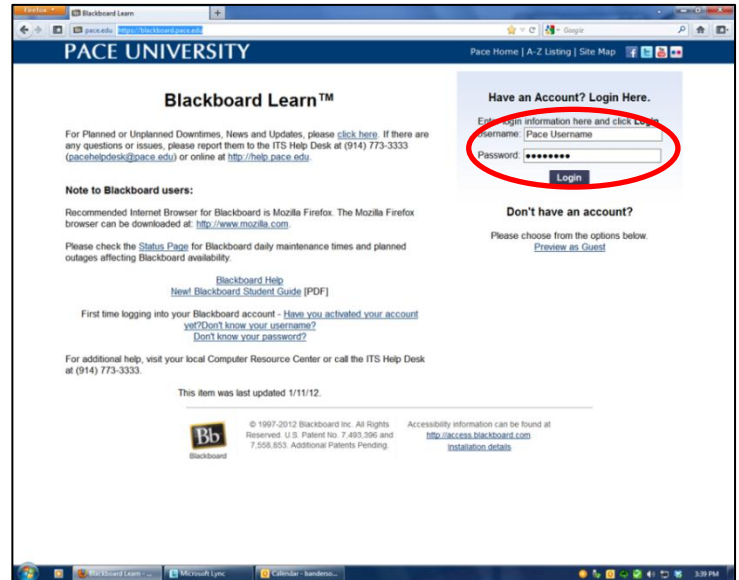
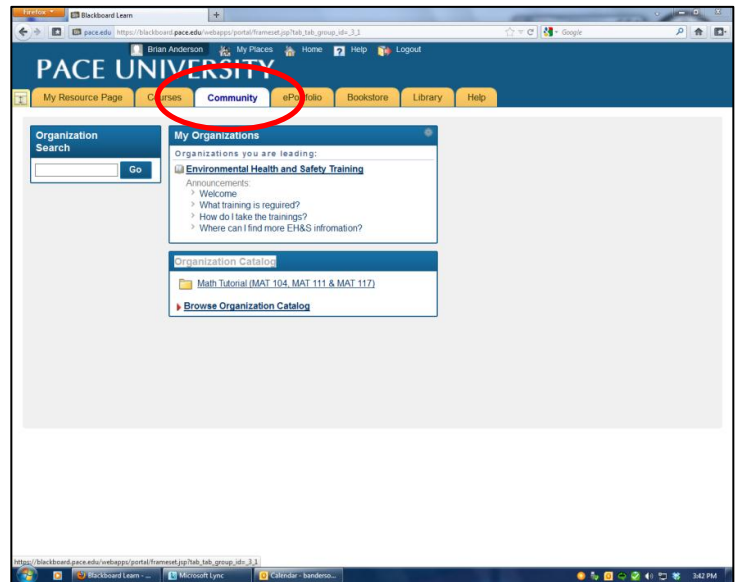


Please complete the following steps to self-register for the safety trainings housed on Blackboard.

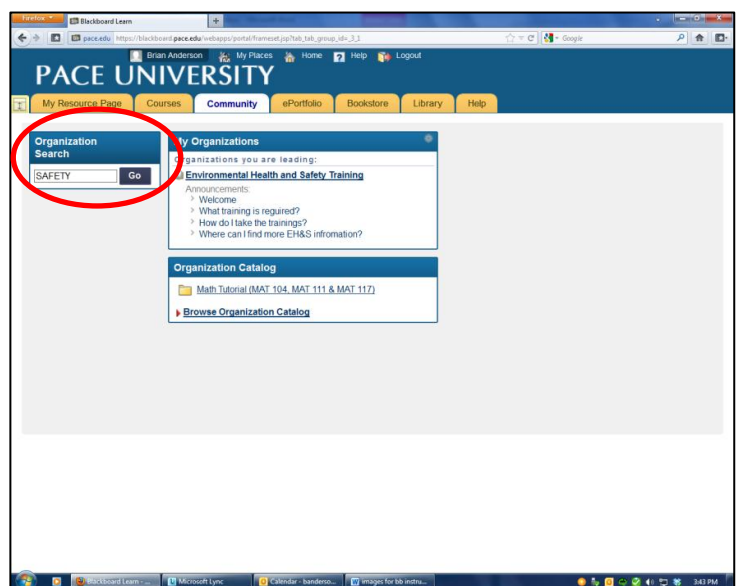
Step 1: Log onto [Blackboard](#) with your **Pace Username** and **Password**.



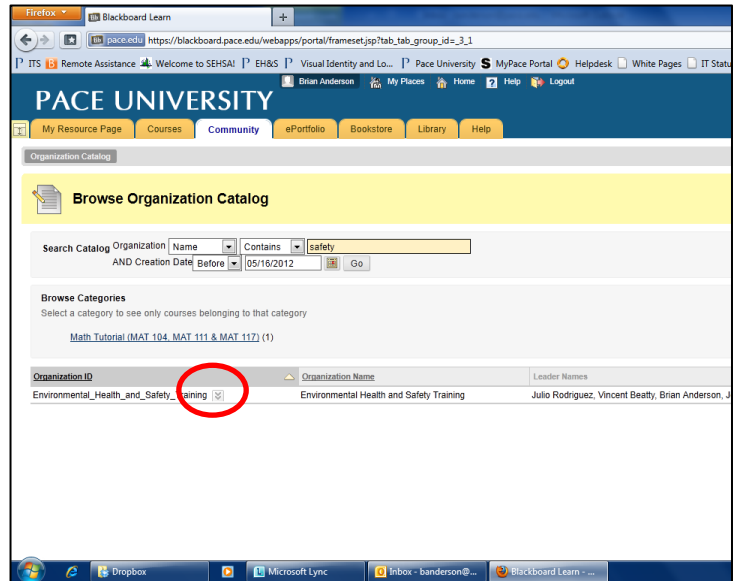
Step 2: Click on the **“Community”** tab at the top of the screen



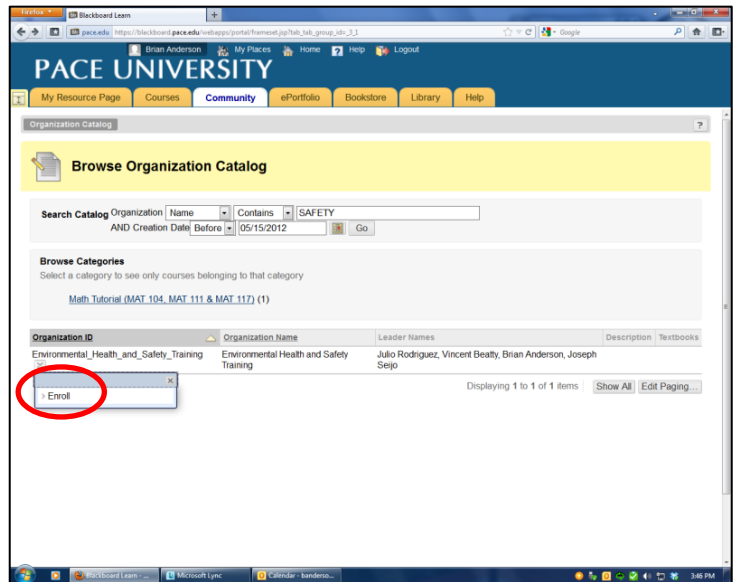
Step 3: An **“Organization Search”** box will be on the left hand of the screen. In the box, search for **“Safety”**. Your search results will yield one group named **“Environmental Health and Safety Training”**.



Step 4: Under the Organization ID of “Environmental\_Health\_and\_Safety\_Training”, there is a chevron (☑). Click on the chevron (☑) to make the Options Menu visible.

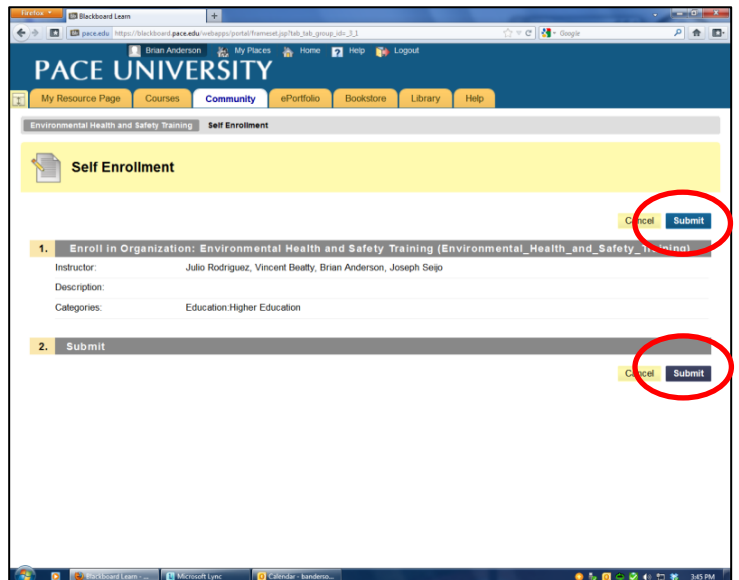


Step 5: Click “Enroll”.

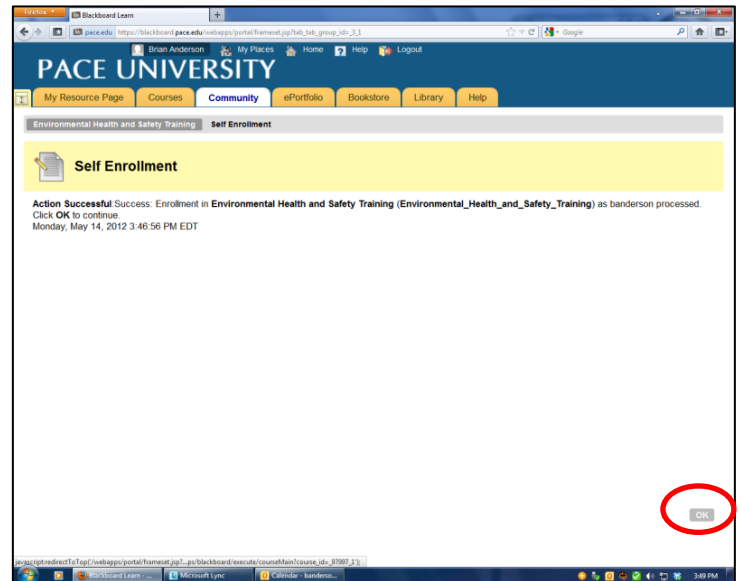


Step 6: Blackboard will confirm your intention to enroll in Organization: Environmental Health and Safety Training (Environmental\_Health\_and\_Safety\_Training).

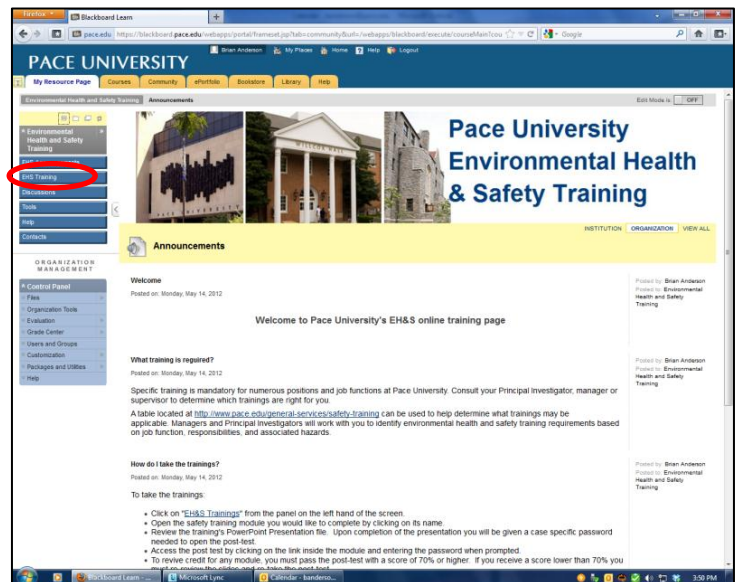
Click either “Submit”.



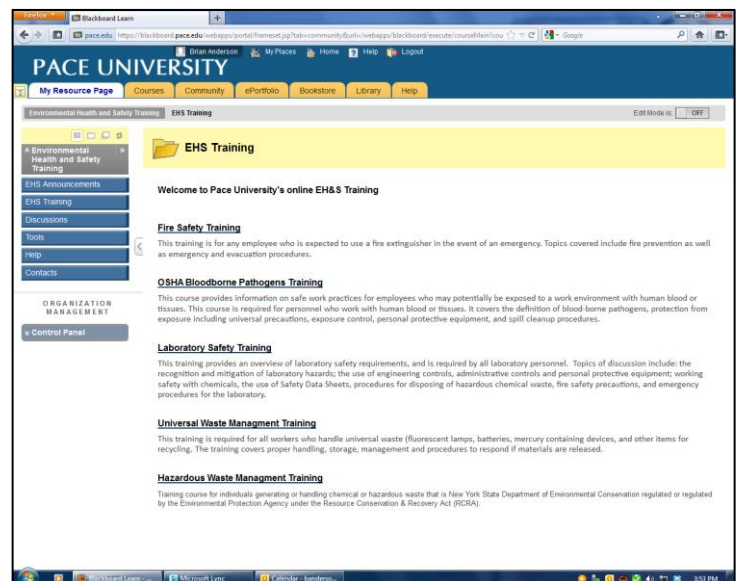
Step 7: You will be given a message “Action Successful: Success: Enrollment in Environmental Health and Safety Training (Environmental\_Health\_and\_Safety\_Training) as \*YOUR PACE ID\* has been processed.” Click “OK” to complete self-registration.



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.



Contact EH&S with any training related questions at [banderson@pace.edu](mailto:banderson@pace.edu) or 2-2818.