Accessing Annual Training in Blackboard

• Login to Blackboard with NDUS credentials
• Select courses on left menu
• In “Course Catalog” search for the training/form needed (i.e. Baseline Safety, FEPRA, Annual Notice of Policies)
• Hover over the course you wish to take
• Select the drop down arrow and click “enroll”
• On confirmation page click “submit”
• Select “OK” to go directly to the training/form
• Go to courses

• Type course name

Search Catalog  Course Name  v  Contains  v  annual notice of policies
• Hover over course, click on drop down arrow, then select enroll

• Click submit to proceed

• Select “OK” to continue to the course