

# Welcome To UPSTATE MEDICAL UNIVERSITY

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## On-Line Orientation And

You will complete your on-line orientation and the mandatory staff educations via Blackboard: <https://bb.upstate.edu/>

## Mandatory Staff Education

### Blackboard Login INSTRUCTIONS:

1. From any Upstate computer, open the web browser using Firefox. To do this, click on the Windows start menu, and start typing "Firefox." If the page doesn't open to the iPage, go to: <http://www.upstate.edu/ipage/intra>
2. From the iPage, click the Blackboard icon
3. Log into Blackboard with your Universal Username and Password

**Please complete  
within three (3)  
business days.**

### Blackboard "My Training" INSTRUCTIONS:

1. Once you are logged into Blackboard, at the top of the screen, select the "My Training" tab.
2. Your assigned courses will show under "**Active Courses.**" As you complete them, within 1 hour they will show under "**Completed Courses**" at right.
3. Under **Learning Paths** at the bottom of your screen, you can see your assigned courses with completion dates as well. Depending on your role, you may be enrolled in 1 or more Learning Paths.

## Helpful Link

[https://www.upstate.edu/hr/new\\_staff/orientation/neo\\_web.php](https://www.upstate.edu/hr/new_staff/orientation/neo_web.php)

Questions, contact Professional Development & Learning at 464-5463.

***On behalf of Professional Development & Learning we wish you much success!***