

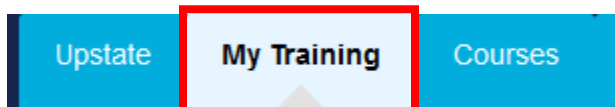
FAQ: EMPLOYEE “MY TRAINING” TAB IN BLACKBOARD

1. What is the My Training tab for?

The My Training tab is an extension of Blackboard that allows employees to manage their required training courses, enroll in optional courses, and view the status of completed courses.

2. How do I access the “My Training” tab?

Log into Blackboard **using either Chrome or Firefox as your browser**. (Internet Explorer and Safari will not work with My Training and will show a non-working login screen.) Select the “My Training” tab from the top of your screen.



You will then see any “Active” courses that have been assigned to you, and on the right hand side a list of courses you have completed. To access a course, simply click on the link.

3. I received an email that my SAW or Right to Know certification has expired. How do I access the course?

Using either Chrome or Firefox as your browser, log into Blackboard and go to your My Training tab. From the menu at left, select “Register for Course.” Search on either SAW or RTK. Under the course title, Select "Register" then select "Proceed to Checkout" at upper right. Select Confirm and then click Go to Dashboard.

4. How do I enroll in optional Blackboard training modules that have not been assigned to me?

To self enroll in a training course, From the My Training tab menu at left, select “Register for Course.” Search on a word from the course title. Under the course title, Select "Register" then select "Proceed to Checkout" at upper right. Select Confirm and then click Go to Dashboard.

5. Why Am I Receiving Training Assignment Emails?

Professional Development and Learning (PDL) assigns the trainings based on your job title and work area. Many of the trainings are driven by regulatory requirements, so it is important to promptly complete any trainings you are assigned.