

New Hire Exception to Orientation Blackboard Required Education To Be Completed Within Ten (10) Business Days of Your Start Date

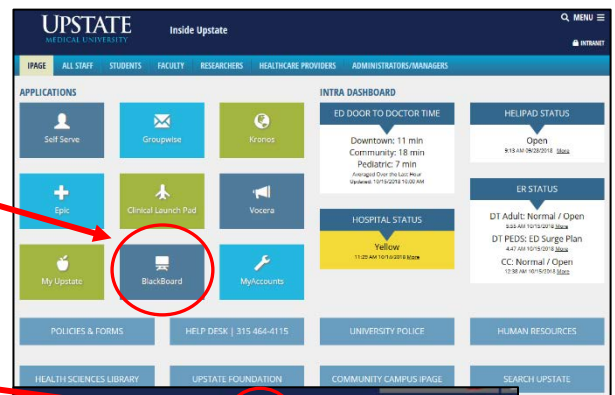
Please contact Organizational Training & Development (OTD) at 464-5463 with any questions

YOU ARE REQUIRED TO COMPLETE THE FOLLOWING MANDATORY EDUCATION VIA BLACKBOARD:

- New Employee Orientation (NEOALL) – Blackboard Course UHNEO
- Crisis Prevention Institute (CPI) Online Training (CPIONLINE) – Blackboard Course UH210
- Population Specific (POPSPECIFIC) – Blackboard Course UH56
- Safety at Work for Campus Employees (SAWCAMPUS) – Blackboard Course UH110
- Safety at Work for Hospital Employees (SAW) – Blackboard Course UH110
- Title IX, Clery Act & Sexual Harassment Prevention Training (NYSSEXALL) – Blackboard Course UH7899

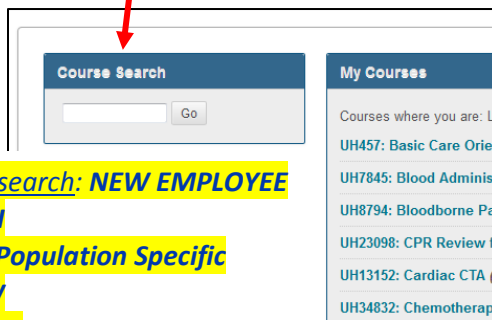
BLACKBOARD LOGIN INSTRUCTIONS:

1. From any Upstate computer, open the web browser
2. From the iPage, click the Blackboard icon
3. Log into Blackboard with your **Universal Username and Password**
 - *Trouble logging in? Call the IMT Help Desk at 315-464-4115*



COURSE SEARCH & ENROLL INSTRUCTIONS:

1. Upper-right of screen, select the courses tab
2. Upper-left of screen, keyword search mandatory education listed above



- *New Employee Orientation, search: **NEW EMPLOYEE***
- *Crisis Prevention, search: **CPI***
- *Population Specific, search: **Population Specific***
- *Safety at Work, search: **SAW***
- *Title IX, Clery Act, search: **Title***

3. Hover mouse over Course ID until the Enroll option appears
4. Click Enroll and then Submit and then OK and the course will open

