Instructions for Self-Enrolling into a URMC Blackboard Course
Laboratory Safety Training 2014

For those who do not have direct access to a computer you may use the computing centers at Miner Library, inside the Medical Center or Rush Rhees on River Campus.

A. **Option 1:** Single Click Enroll
Self-enroll into this course using the following URL:

http://bb.rochester.edu/enroll/user_enroll.cfm?enrollmentID=3bc5

You will be prompted to provide your Blackboard username* and password to enroll into the course. Once in Blackboard, the course will be available on the right-hand side of your "My URMC" tab and on your "Courses" tab. Click on the course name to go into the course, then follow the instructions within the course.

B. **Option 2:** Use the Course Search
If you have any problems at all using the above URL, another way to self-enroll is to do the following.

   a. First, log into Blackboard* http://bb.urmc.rochester.edu.

   b. Go to the "Courses" tab.

   c. In the Course Search box, type in part of the course name:

   Laboratory Safety Training 2014

   d. Press "Go," then scroll to find the course that you are looking for.

   e. Click the Menu options button on the right,

   f. Click "Enroll", the Enroll option will not appear if you are already enrolled.

   g. Click "Submit"
   You will see a confirmation window telling you whether or not you have successfully enrolled in the course. You can find any courses that you are enrolled in on the My URMC tab.

*If you need help with your Blackboard account:

A. If you already have an account
Log in using your Blackboard username and password. If you forget your username or password, click **Forgot password?** at the login prompt.

B. If you do not have an account or are not sure
If you are a URMC employee, an account may have been created for you. Try using your NetID (HRMS ID) and password. If that does not work, try your Active Directory (e-mail) username and password. If that does not work, click **Request an Account** at the top of the Blackboard Support page http://www.urmc.rochester.edu/blackboard. If you are still having problems logging in, call the Help Desk at (585) 275-6865.

Blackboard Login Page: http://bb.urmc.rochester.edu
Blackboard Support Page and Account Request Tool: http://www.urmc.rochester.edu/blackboard
Blackboard Help Desk Phone #: (585) 275-6865