

Instructions for Self-Enrolling into a Blackboard Course Hazard Communication and Global Harmonization 2015

Option 1: Single Click Enroll

1. Self-enroll into this course using the following URL:
http://bb.rochester.edu/enroll/user_enroll.cfm?enrollmentid=ghnb
 2. You will be prompted to provide your Blackboard username* and password to enroll into the course.
 3. Once in Blackboard, the course will be available on the right-hand side of your "My URCM" tab and on your "Courses" tab.
 4. Click on the course name to go into the course, then follow the instructions within the course.
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Option 2: Use the Course Search

1. If you have any problems at all using the above URL, another way to self-enroll is to do the following.
 2. First, log into Blackboard* <http://bb.urmc.rochester.edu>
 3. Go to the "Courses" tab
 4. In the Course Search box, type in part of the course name:
 5. Press "Go," then scroll to find the course that you are looking for. Hazard Communication and Global Harmonization 2015
 6. Hover over the right side of the course name to see the dropdown menu options button
Select "Enroll", then "Submit"
 7. You will see a confirmation window telling you whether or not you have successfully enrolled in the course.
 8. You can find any courses that you are enrolled in on the My URCM tab.
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*If you need help with your Blackboard account:

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.

If you do not have an account or are not sure:

- If you are a URCM 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