Accessing Blackboard

To begin your **Safety Training**, open Internet Explorer. You can login to Blackboard directly through the Blackboard site or through DORI.

Enter [www.duq.edu/blackboard](http://www.duq.edu/blackboard) into the address bar…

OR

Login to DORI at [https://portal.duq.edu](https://portal.duq.edu) click on the Blackboard button in the upper right corner.

Login using your MultiPass user name and password.

If you forgot your username/password or need any assistance with logging in, contact CTS at X4357 or click on the “Forgot your Password?” link below the login.

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**Updated January 2012**
Accessing the Training Site

In the “My Communities” area or the “Community” tab, find “Environmental Health and Safety.”
Safety Training

To begin your **Training**, click on the “Training Modules” button.

Select the appropriate folder…

To view the PowerPoint, progress through the slides with your mouse. Or, you may simply read through the handout, which contains all the same information as the PowerPoint.

**Tip:** When opening internet links on a PC, right click and select “Open in New Window.” On a Mac, hold Control and click to select “Open in New Window.”

At the end of the slideshow, complete the exam, which can be found in the same folder. **Please be prepared to complete the exam(s) when you click the OK to begin as you will have just one attempt.** If you have technical difficulties and are unable to complete the exam at that time, you will need to alert the EH&S Coordinator via email.

Once you have completed your exam(s), a message to “Send Confirmation Email” will appear. Click on the link to send the EH&S Coordinator, Vanessa Fowler, an email alerting us of your completion. Please include the module name in your subject line.

Check your progress and grades by clicking on the “View Grades” button. A 70% is a passing grade for all training exams. If you do not pass with a 70%, EHS will contact you with further instructions.

**Need Help?**

Contact the EHS Blackboard Leader, Ryan Reilly at X1506 or reillyr1@duq.edu OR contact CTS at X4357.

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