


# Training Instructions

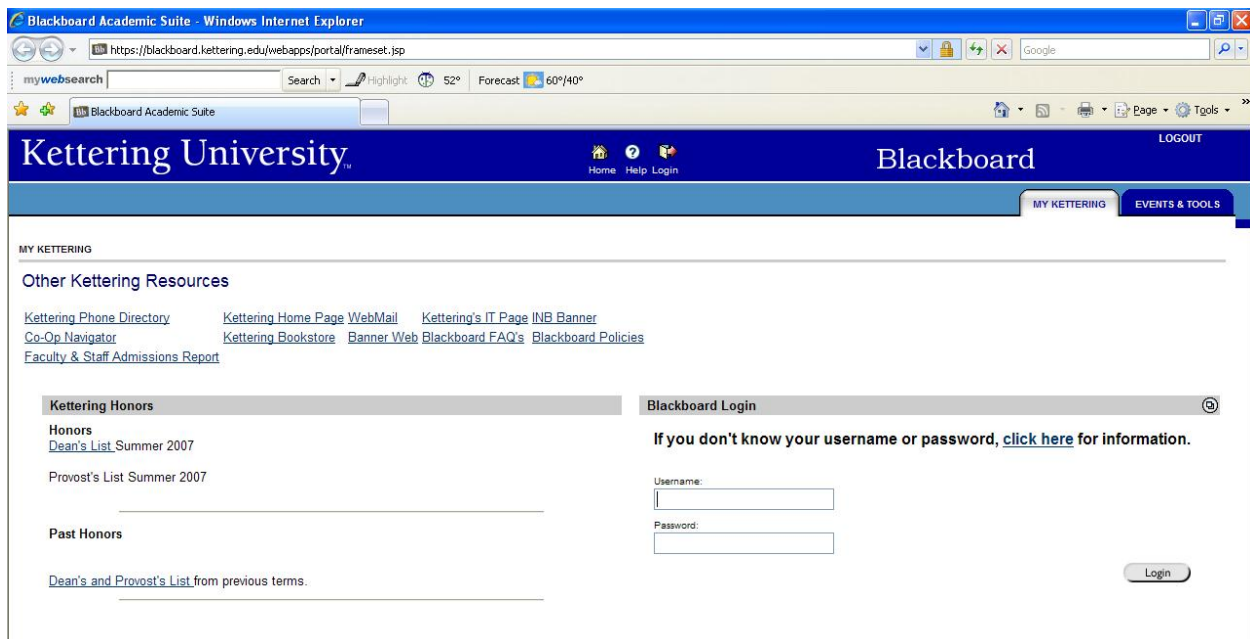
## Environment Health and Safety Training Utilizing Blackboard

Allow approximately 45 minutes to complete this training.

1. From the Kettering home page (<http://www.kettering.edu/>), left-click on the  "My Kettering" at the upper right of the page or go directly to "My Kettering" at <http://my.kettering.edu/>
2. Next left-click on "Blackboard," the third link under "Information Systems."
  - Or, instead of doing steps 1 and 2, you can type "<http://blackboard.kettering.edu/>" into the address bar.



3. Logon to BlackBoard.



Blackboard Academic Suite - Windows Internet Explorer

Address: <https://blackboard.kettering.edu/webapps/portal/frameset.jsp>

mywebsearch Search Highlight 52° Forecast 60°/40°

Blackboard Academic Suite

Kettering University Home Help Login Blackboard LOGOUT

MY KETTERING EVENTS & TOOLS

MY KETTERING

Other Kettering Resources

[Kettering Phone Directory](#) [Kettering Home Page](#) [WebMail](#) [Kettering's IT Page](#) [INR Banner](#)  
[Co-Op Navigator](#) [Kettering Bookstore](#) [Banner Web](#) [Blackboard FAQ's](#) [Blackboard Policies](#)  
[Faculty & Staff Admissions Report](#)

**Kettering Honors** **Blackboard Login**

Honors  
[Dean's List Summer 2007](#)  
[Provost's List Summer 2007](#)

Past Honors  
[Dean's and Provost's List from previous terms.](#)

If you don't know your username or password, [click here](#) for information.

Username:


Password:

Login

- If you are a **staff or faculty** member, your **username** is the **first letter** of your **first name** and the **first 7 letters** of your **last name (all lowercase)**, similar to your email account. Your **password** is the same password you use to access your email account. If you cannot remember your email account password contact the IT Helpdesk at extension 8324.
  - If you are a **student**, your **username** is the first four letters of your last name, followed by the last four digits of your student ID number (similar to your Nova login name); your password is the same as your email account. If you cannot remember your email account password contact the IT Helpdesk at extension 8324.
4. Left-click on the name of the training you need to take i.e. "Bloodborne Pathogen", "Asbestos Training" or "Hazcom" under "My Kettering Organizations."

### My Kettering Organizations

#### Organizations in which you are participating:

 [Bloodborne Pathogen](#)

 [Asbestos Training](#)

5. Follow the instructions on-screen.

**The quiz at the end of the training session must be completed to verify you have undergone the training. If the quiz is not completed you will be required to repeat the training session.**