



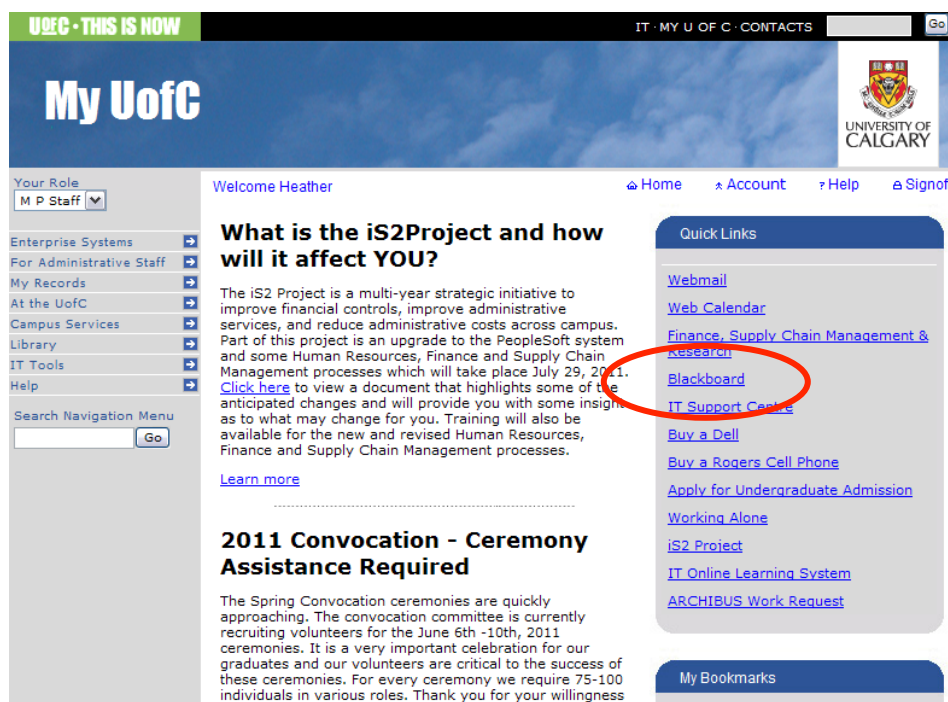
U & iS²

Subject: Blackboard Login Help

Below are the instructions to log in to Blackboard and access iS² eLearning courses.

Logging in to Blackboard:

1. Go to <http://my.ucalgary.ca/>
2. Log on with your eID and password
3. Faculty and Staff - click the quick link to Blackboard on the right hand side of the page



Alternate log-in to Blackboard:

1. Go to <http://blackboard.ucalgary.ca/>
2. Log in using your eID and password, or your IT user name and password.
3. Faculty and Staff - click the quick link to Blackboard on the right hand side

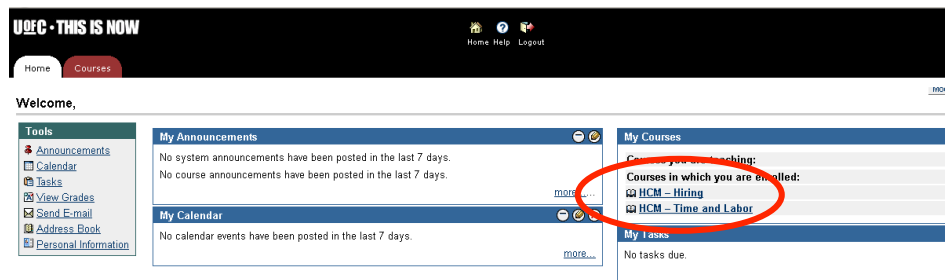
Help Available

For assistance with your eID, username and/or password, connecting to or working in Blackboard, call the **IT Support Centre at (403) 220-5555**, Monday to Friday, 8:30 am to 4:30 pm and Saturday and Sundays 10:00am – 2:00PM or email itsupport@ucalgary.ca.

If your question relates to an iS² training course please send an email to is2train@ucalgary.ca

Accessing your training course in Blackboard:

1. After launching Blackboard from the quick link, you should see your Blackboard Welcome page with your name at the top.
2. You need to enroll in the courses recommended for you.
3. Click on the Course tab.
4. Click on the iS² folder in the Course Catalog section on the right-hand side of the page.
5. You will see the full list of iS² eLearning courses. Enroll in the courses you choose by clicking 'Enroll', 'Submit' and 'OK'. You will then be taken to the main page of the course and can begin study.
6. You can log out of Blackboard and return to the courses at any time. When you return to Blackboard, the courses you are registered in will be listed on the right-hand side and important announcements listed on the left. You can access any of your training courses by clicking on the course title on the right side.



NOTE: You will NOT be able to access iS² training course on Blackboard until after June 21st.

Confirming course completion:

Once you have completed your self-study course, confirm completion by clicking on the Attestation button from the main menu, or the link on the Course information page.

The screenshot shows a Blackboard course page. On the left-hand side, there is a navigation menu with several buttons: 'Course Information', 'Course Documents', 'Attestation', 'Tools', 'Course Map', 'Control Panel', 'Refresh', and 'Detail View'. The 'Attestation' button is circled in red. The main content area is titled 'Course Information' and contains an 'Overview' section with text about training being put on hold and a requirement for self-study. Below this, there are sections for 'Access must still be requested', 'Two variations on this course are available', and 'Supporting material such as job aids, quick reference guides and online simulations (UPKs) continue to be available on the BAS website at'. At the bottom of the main content area, there is a section titled 'Attestation or Confirmation of Completion' which is also circled in red. This section contains text stating that the attestation or confirmation of completion reported in the brief survey will satisfy the requirement for training prior to HCM system access being provisioned.

Logging Out

Click on the Logout button to log out of Blackboard. You should do this when you finished working with your training course – especially if you are using a public computer.