MSE Safety Training Self Enrollment

1. Log into Blackboard learn at www.iastate.edu
2. Click the Organizations tab at the top

3. Under the Organization Catalog, click Browse Organization Catalog

4. In the search bar, put "MSE Safety Training" and click Go

5. There should be an Organization ID: X2017-M_S_E-MSET-NONE
   Next to the word ALL, there should be a small down arrow when your cursor is placed next to it
   Click the down arrow and select <u>Enroll</u>

Browse Organization Catalog

Search Catalog   Organization | Name ▼ | | Contains ▼ | | MSE Safety Training | | AND Creation Date | Before ▼ | 01/20/2017 | 🗒 | Go

Browse Categories

Select a category to see only courses belonging to that category

| --unspecified category-- ▼ | Go

Browse Terms

Select a term to see only courses belonging to that term

| --unspecified term-- ▼ | Go

Organization ID △	Organization Name	Leader Names	Description
X2017-M_S_E-MSET-NONE ▼	MSE Safety Training	Ryan Gebhardt	This page will be used to track training for use in the MSE department.
	⊗		
Enroll			

6. On the next page titled Self Enrollment, select either <u>Submit</u> button

Self Enrollment

Cancel   **Submit**

ENROLL IN ORGANIZATION: MSE SAFETY TRAINING (X2017-M_S_E-MSET-NONE)

Instructor: Ryan Gebhardt
Description: This page will be used to track training for use in the MSE department.
Categories: Education:Higher Education

*Click **Submit** to proceed. Click **Cancel** to go back.*

Cancel   **Submit**

7. After submitting you will see a screen that will say Action Successful. Click <u>Ok</u> to continue
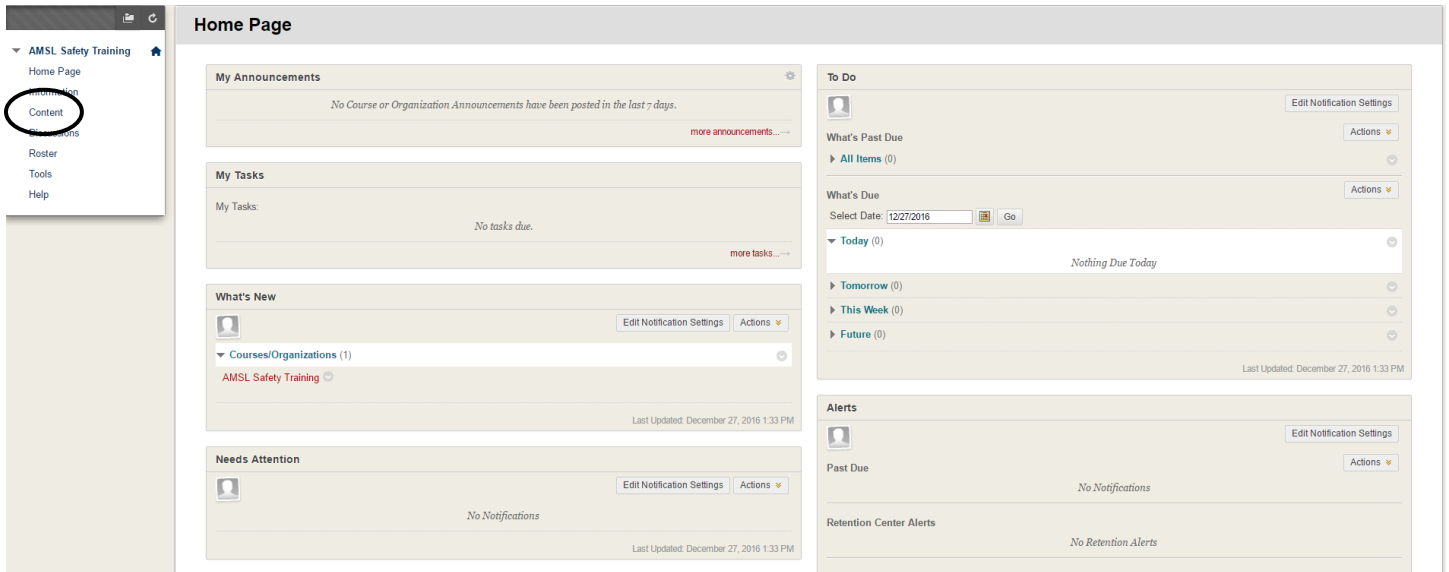
🏠 ⟳   Self Enrollment   Student Preview: 👁
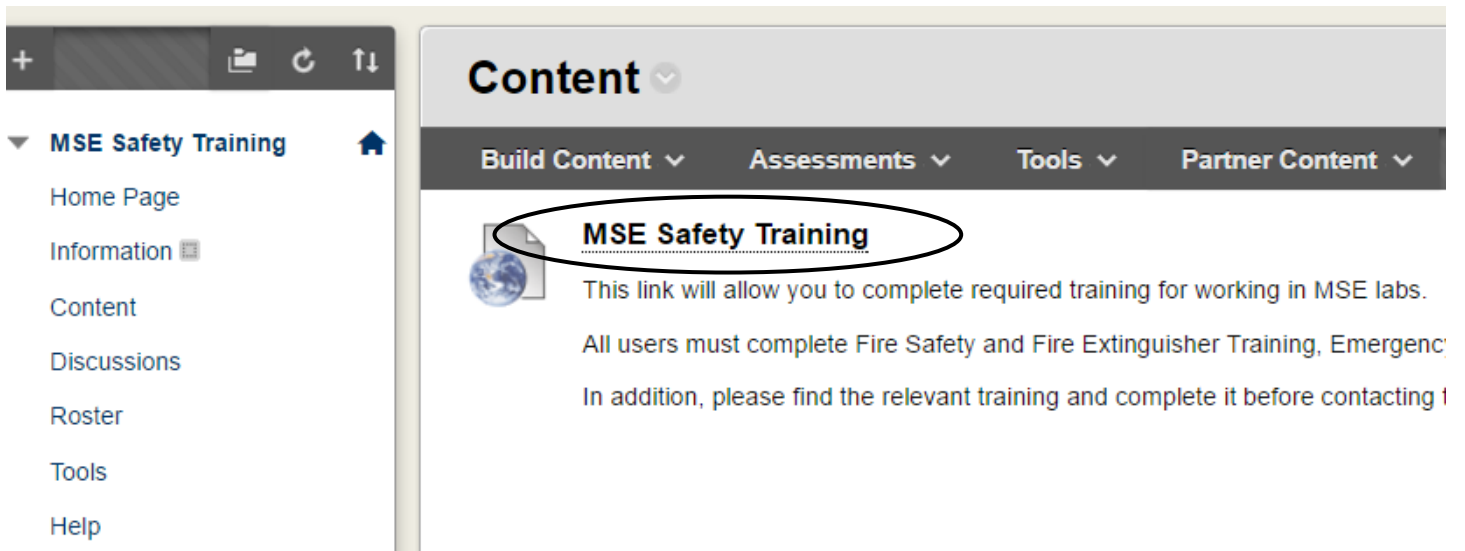
Self Enrollment

Action Successful:Success: Enrollment in **AMSL Safety Training** (X2017-EHS__-AST_-ALL) as cjvolk processed. Click **OK** to continue.
Tuesday, December 27, 2016 1:29:53 PM CST

← OK

8. From the Blackboard learn Home Page, again select Organizations on the top of the screen. MSE Safety Training should now appear in your organizations list. Select it and then choose "Content" on the left side.

9. Click the MSE Safety Training Link to launch the LTI and take you to LEARN@ISU

This link will allow you to complete required training for working in MSE labs.

All users must complete Fire Safety and Fire Extinguisher Training, Emergency Response, and Laboratory Safety: Core Concepts.

In addition, please find the relevant training and complete it before contacting the laboratory coordinator (Ryan Gebhardt - ryangeb@iastate.edu) or his assistants Aishwarya Sriraman (saish@iastate.edu) or Ayuna Tsyrenova (ayuna@iastate.edu) for additional training and authorization to use equipment.