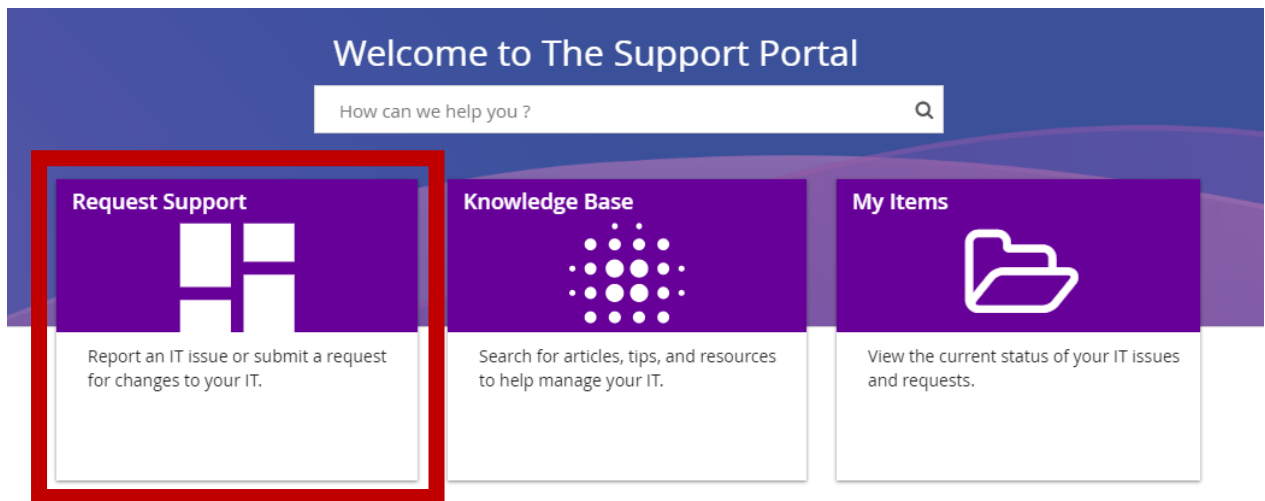
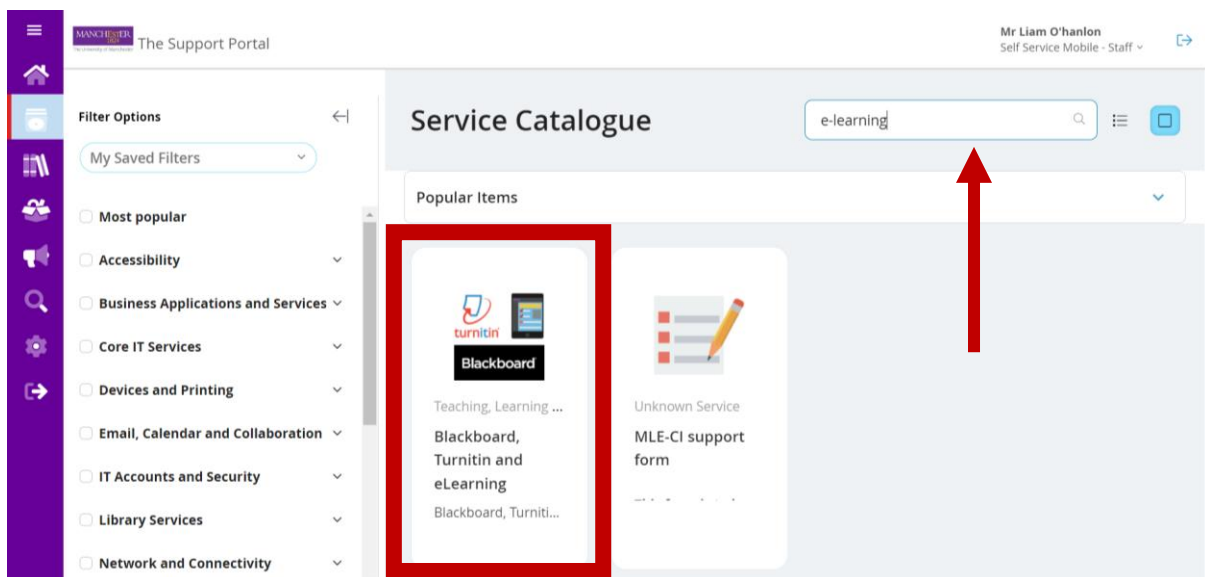


## MECD Blackboard health and safety induction – self-enrolment guidance v.1

1. Log-in to the IT Services Support Portal using your university log-in details and select 'Request Support' from the homepage.



2. Search 'e-learning' via the search bar in the top right corner and select 'Blackboard, Turnitin and eLearning' from the Service Catalogue options.



- You'll need to fill out a request form, which should be completed as below with your full name, staff ID number and Department provided in the "Additional information" section at the bottom.

### Service options

Select Faculty/Division \*

Science and Engineering (FSE) ▼

Request Type \*

General eLearning Support ▼

Request / Issue Details \*

Please can I have access to the MECD H&S Blackboard space to complete the training modules. I belong to \_\_\_\_ Department



Where applicable, to help us resolve your request more quickly, please provide course unit code(s) e.g. MATH12345

- Please allow up to 48 hours from completion for this to appear in your Blackboard profile, where the course will be listed under your 'My Communities' tab under '[Name of your Department] Health and Safety'.

The screenshot shows the Blackboard user interface. At the top, there's a navigation bar with 'Blackboard', 'Files', and 'My Manchester'. The main content area is divided into several sections: 'Welcome' with a 'WELCOME TO BLACKBOARD' banner, 'eLearning Support' with links to 'Check the Knowledge Base' and 'Get eLearning Support', 'Courses' with tabs for 'Current courses' and 'Past years' courses', and 'My Communities'. The 'My Communities' section lists 'Organisations where you are: Participant' and includes links for 'Faculty Office Health and Safety', 'FSE Academic Professional Development', 'FSE Teaching and Learning', and 'FSE The Effective Supervisor'. A red arrow points to the 'Faculty Office Health and Safety' link. To the right, there's a 'Communication' section with two notices: 'Turnitin - issue when instructors save/submit settings [UPDATE]' and 'Course list displays as empty?'. The bottom of the screen shows a Windows taskbar with various application icons and a system clock indicating 15:56 on 18/01/2022.