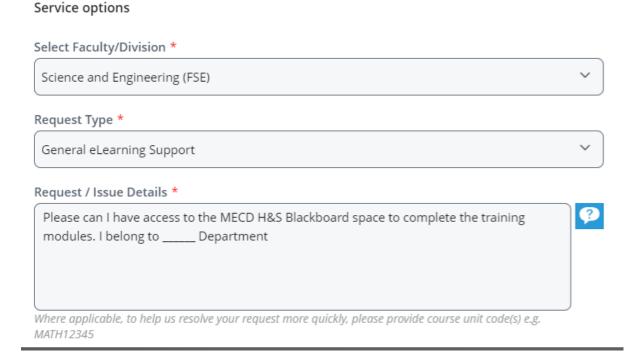
## MECD Blackboard health and safety induction - self-enrolment guidance

- 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 eLearing' from the Service Catalogue options.
- 3. 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.



4. 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'.