

Process for users self-enrolling on the MECD H&S Blackboard spaces

1. Users will click on one of the below links to get to the correct Blackboard space. These should be added to the guidance.

[CHEM Health and Safety \(Staff/PGR\)](#)

[CHEN Health and Safety \(Staff/PGR\)](#)

[COMP Health and Safety \(Staff/PGR\)](#)

[EART Health and Safety \(Staff/PGR\)](#)

[EEEN Health and Safety \(Staff/PGR\)](#)

[Faculty Office Health and Safety](#)

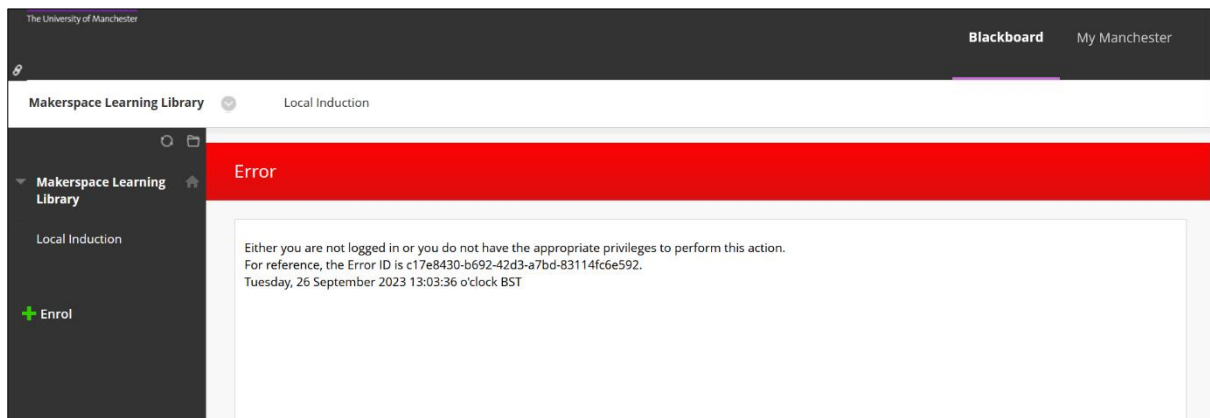
[MACE Health and Safety \(Staff/PGR\)](#)

[MATH Health and Safety \(Staff/PGR\)](#)

[MATS Health and Safety \(Staff/PGR\)](#)

2. Once users have clicked on the space, they may be asked to login into Blackboard if they are not already. Once logged in, they will see the below screen:

Note that this screenshot is taken from another Blackboard space currently using self-enrolment for demonstration purposes only. Once we have turned on self-enrolment on the MECD spaces I can send an updated version to be used in a guide.



3. Users should ignore the Error message that appears and click **Enrol** on the left-hand menu. **Note** that this Error message cannot be changed and is simply just showing that the user has not yet enrolled onto the space. It has been known to cause some confusion so the guide should clearly tell them to ignore it and click Enrol anyway.
4. Once users are enrolled, they will see the Blackboard space as normal:



MECD Health and Safety

This folder will take you to the health and safety induction modules for anyone working, teaching or studying within the Departments and Faculty Office based in MECD.

They are also available to those from other Departments who may be teaching or studying in MECD.

Please complete the modules as relevant to you:

- For **Departments and Faculty Office staff based (or soon to be based) in MECO** this will be the General induction (which includes Engineering Building A) plus any other buildings you will be working/teaching/studying in, be that Engineering Building B, James Chadwick Building, York Street Building or Oddfellows Hall.
- For **Departments, Institutes and Faculty office staff not based (and aren't intended to be) in MECO** this just needs to be the building you will be working/teaching/studying in, if this is Engineering A you will need to do the General induction as Engineering A information is included there. If you are unsure on what modules you need to complete please contact fse.safety@manchester.ac.uk or your School Safety Advisor