



**Basic Safety
Training**



Blackboard

UMF Basic Safety Training on Blackboard

Newly hired UMF student employees are required to complete Basic Safety Training on Blackboard as part of the hiring process. Please complete this training within your first month of employment.

Instructions:

1. Once you are entered into the payroll system by Merrill Center Student Services, log onto MyCampus using your UMS username and password. Log into Blackboard by selecting the icon.
2. From the Home screen, select “Courses”
3. Using the “Course Search” function, or by scanning the “Course List”, find the Basic Safety Training Course titled: **CRS_O_UMSBasicSafetyTraining: Basic Safety Training**

NOTE: If a window appears with a red banner stating “Access Denied” simply click the “log in” button on the bottom right of that window and you should be directed to the self-enrollment page. Then click “submit” at the top or bottom right.

4. Complete online safety training course (you are able to log the time it took to complete the training as time worked). Upon successful completion of this course, you will be familiar with potential hazards present at the university, prevention of injury/illness, and general emergency protocols. This training is designed as a general introduction.