

# Compliance Training Instructions

You are pre-registered in Blackboard for these online courses. If you do not have access to a computer, the computer labs and kiosks on both campuses are available for your use.

**To pass an online course you must earn a quiz grade of 80 or better.** The Blackboard format allows you to retake the quiz if your initial score is less than 80. If, for some reason, you have difficulty passing a course, your supervisor will provide you with confidential assistance and/or tutoring to ensure your success.

## To track your results:

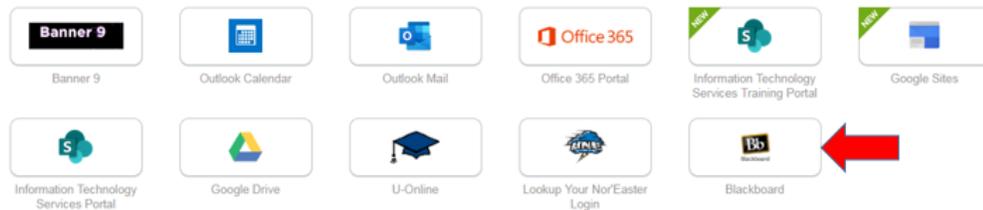
1. Click on your name in the upper right of any Blackboard page.
2. From the drop-down menu that appears under your name, click the “My Grades” icon on the left side of the menu. This will take you to a page where you can view the results of your completed quizzes.



## To start the training process:

1. Go to: <https://une.okta.com>
2. Log in using your User Name (the first part of your UNE email address)

Your password is the same as your single sign-on for access to UNE applications. If you have **never** logged into OKTA, your default password is your date of birth in MMDDYY format. (For example: July 4, 1960 would be entered as 070460). Once logged into OKTA you will see a list of applications that may look something like the example below (your list of applications will be specific to your system access). Select the Blackboard application.



You need to re-enter your user name and password. This should be the same credentials as were used to log into OKTA.



Upon logging in you might see a black screen reading “Hi, [Your Name]”. You can dismiss this screen by clicking the word “Close”.



3. Once successfully logged into Blackboard, you will see a list of your pre-assigned courses in a box titled “My Courses”. This list should match the information listed in your initial letter. Select a training you would like to complete to begin the process.



4. Once you have completed a training topic, and finished its quiz, click the “UNE Blackboard Home” tab at the top of the Blackboard page and select the next topic.

