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.