## **Directions To Access Student Employment Blackboard Training**

- Bb
- 1. Log into MyIIT and open blackboard using the Blackboard icon located at the top of the page.
- Click on this link: <u>https://blackboard.iit.edu/webapps/blackboard/execute/courseMain?course\_id=\_4810</u> <u>2\_1</u>
  - User in not enrolled in organization.
  - User in not enrolled in organization. Click here to enroll. Monday, January 22, 2018 2:00:54 PM CST
- 3. You will get a message about not being enrolled. Click to enroll.

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<ul> <li>SEO_EPAF_Training (SEO: Hiring Student Employees)</li> </ul>	Access Denied
Information	Access Denied Either you are not logged in or you do not have Monday, January 22, 2018 2:03:51 PM CST
+ Enroll	

- 4. Click on the green "enroll" button.
- 5. When the page loads, you'll be prompted for the password. The password is "seo2017".
- 6. Type in your username and password if asked (it should be the same as your MyIIT login).
- 7. Once you are in the organization, click "Groups", then Sign-Up for the appropriate

	Groups
SEO_EPAF_Training (SEO: A	
Employees)	Chicago Kent
Information	Circulta .
Test Your Knowledge	Sign Up
Quiz Score (100% to pass)	Main Campus and Other Users
Blackboard Help	Sign Up
Groups	
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- 8. The Video is under "information" and the quiz under "Test Your Knowledge".
- 9. Once you pass the quiz, you will automatically receive access to the EPAF channel and workflow worklist channel within 72 hours.