
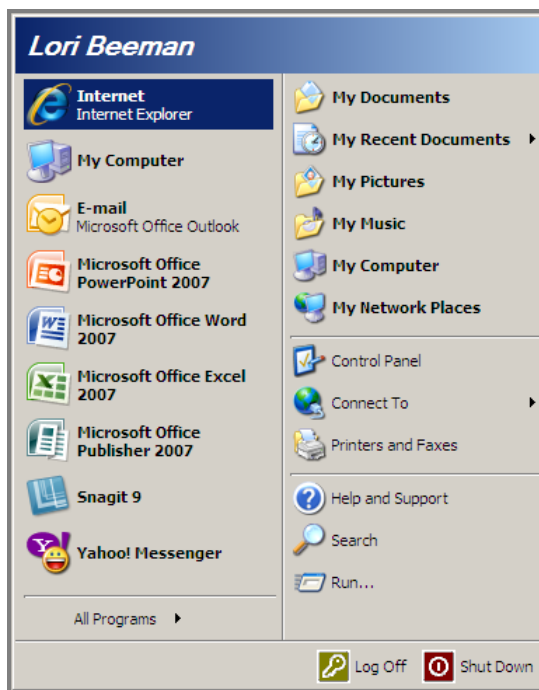


# BGSU New Staff Orientation

## Instructions for Course Enrollment

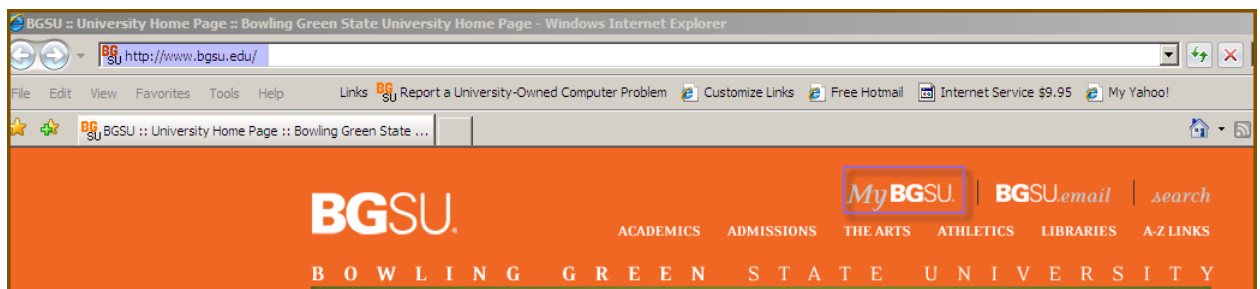
### Open Internet browser program (Explorer, Firefox, Safari, etc)

1. From your computer desktop, click the  button.
2. From the **Start** menu, click the icon for your Internet browser program (e.g., Internet Explorer)

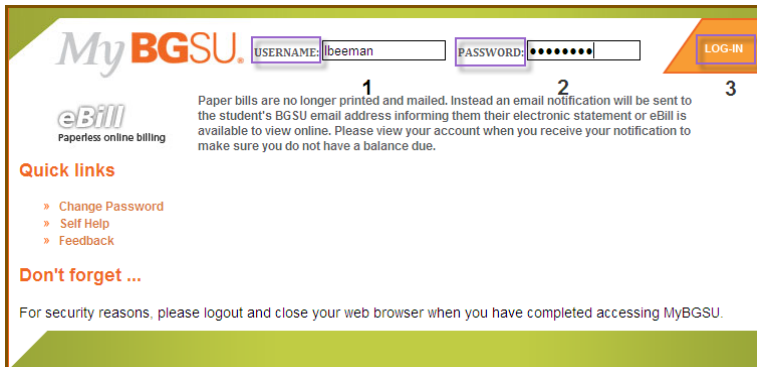


### Access MyBGSU

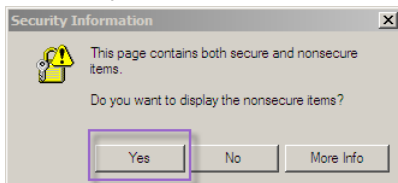
3. From the BGSU home page, click **MyBGSU**.



4. From the **MyBGSU** log-in page, type your BGSU **Username**, **Password**, and click **LOG-IN**.

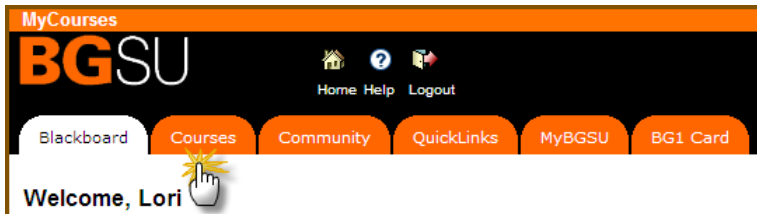


5. You may receive the following Security message; click the **Yes** button.

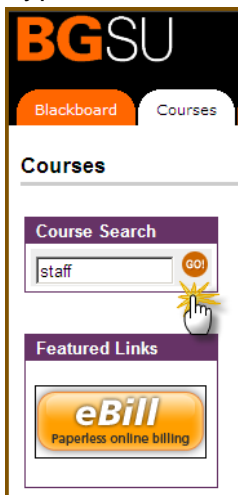


### Access BGSU New Staff Orientation

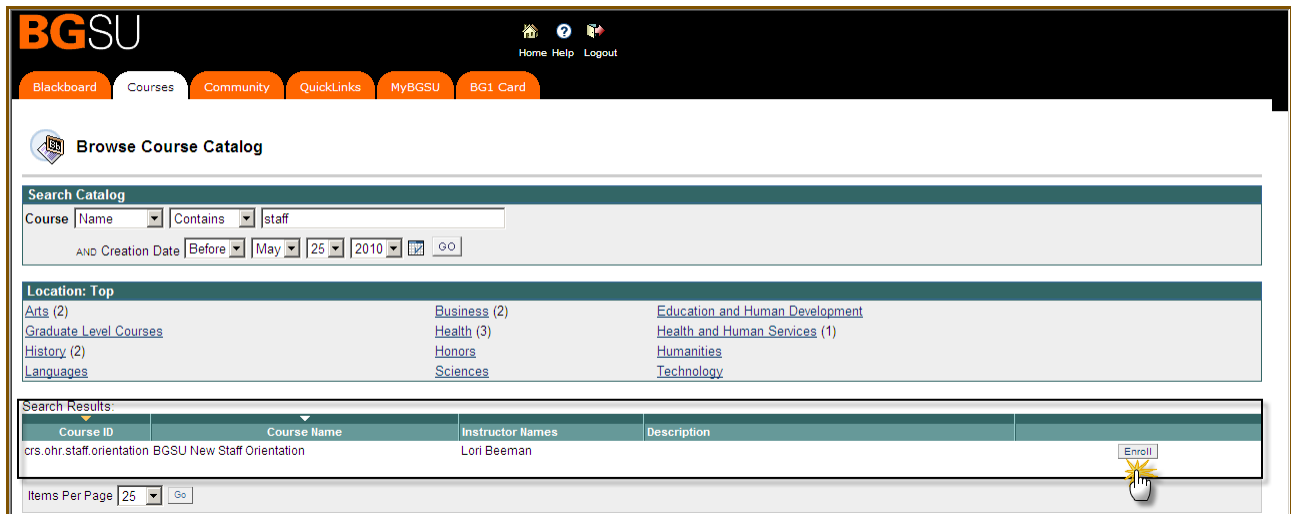
6. At the Blackboard homepage, click the **Courses** tab.



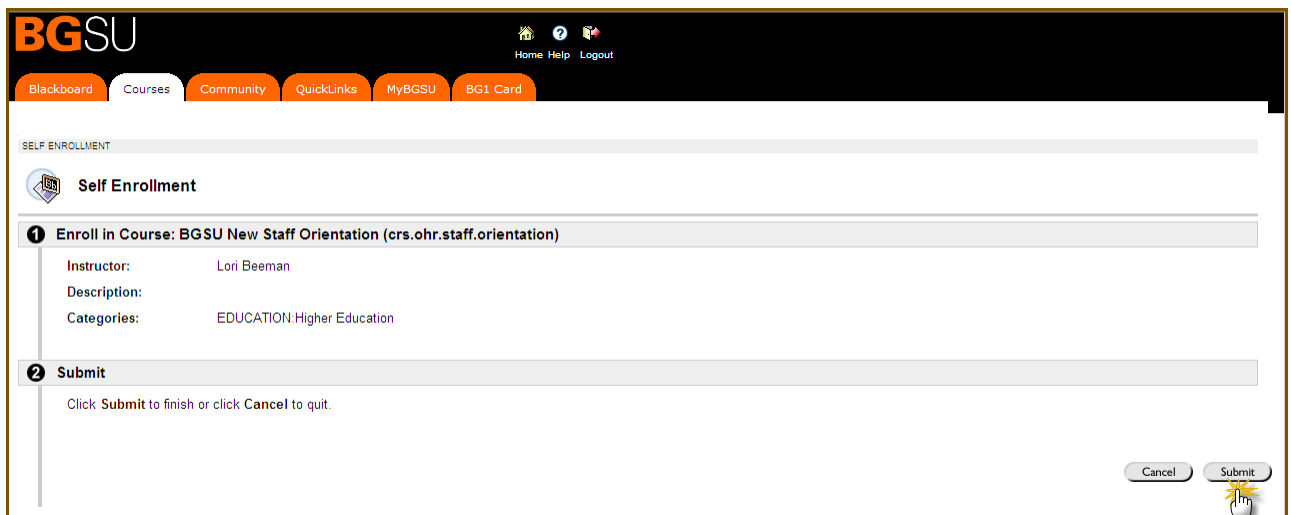
7. Type the word *staff* in the **Course Search** text box and click the **Go!** button.



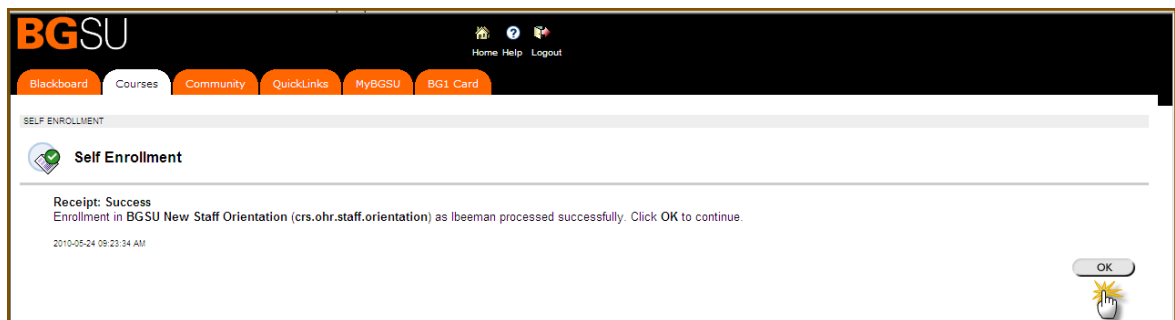
8. At the **Browse Course Catalog** page, you will see the **Course Name** *BGSU New Staff Orientation* in the **Search Results** section. Click the **Enroll** button at the right.



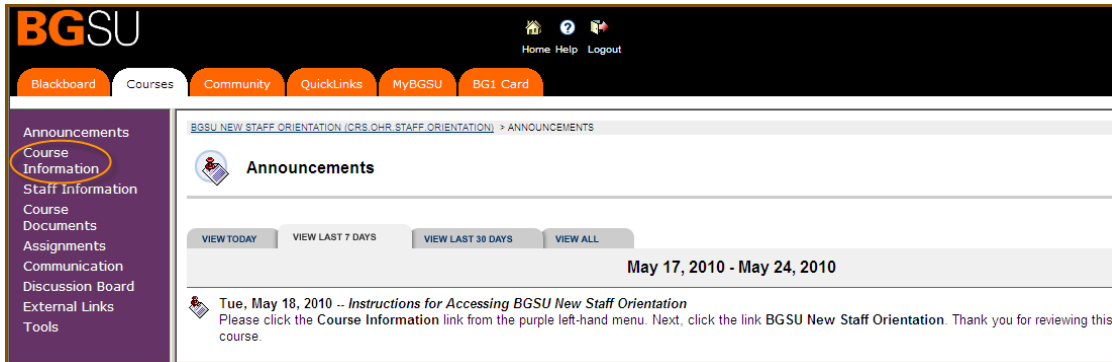
9. At the **Self-Enrollment** page, click the **Submit** button.



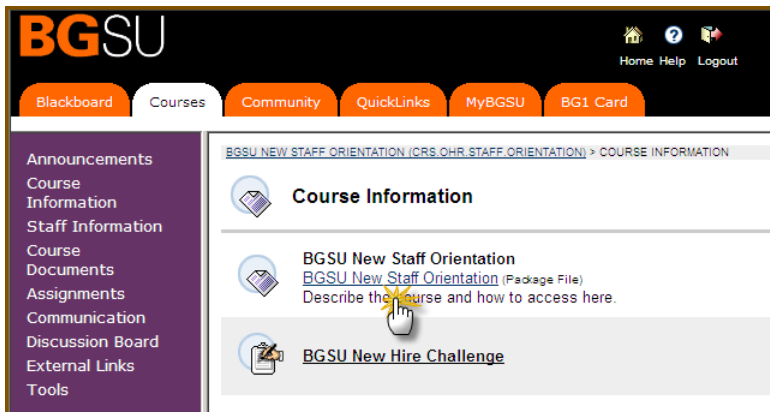
10. Next, click the **OK** button as shown.



11. From the **Announcements** page, click **Course Information** from the purple, left-hand menu.



12. At the **Course Information** page, click **BGSU New Staff Orientation**. Please note that you will return to the Course Information page to take **BGSU New Hire Challenge**, as shown below.



13. When you log-in to **MyBGSU** the next time, you will see this course under the **My Blackboard Courses** section.

