Export Controls Training on Blackboard Instructions

1. Go to my.utrgv.edu

2. Sign in with your UTRGV account

3. Choose Blackboard

4. Under Section Named <u>Organization Search</u> type in the word *export*.

5. Under Column for <u>Organization ID</u> you should see the training in blue (*ExportControl*).

6. Put the cursor over the words *exportcontrol* and you will see a down arrow (v).

7. Click on the down arrow and a box should pop up with the word *Enroll.* Click on the word Enroll in order to enroll in the training.

Organization ID △

ExportControl

⊗
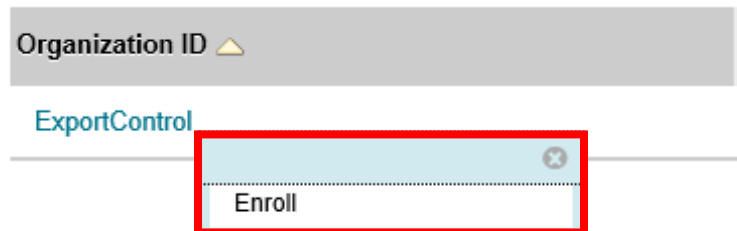
Enroll

8. When the screen shows you are enrolled in the training, then click on the Submit button on the right side of the page.

**Self Enrollment**

Cancel   **Submit**

ENROLL IN ORGANIZATION: EXPORT CONTROL (EXPORTCONTROL)

Instructor:	Lynne Depeault, Wilson Ballard, Mary Canales
Description:	
Categories:	Education:Higher Education

*Click **Submit** to proceed. Click **Cancel** to go back.*

Cancel   **Submit**
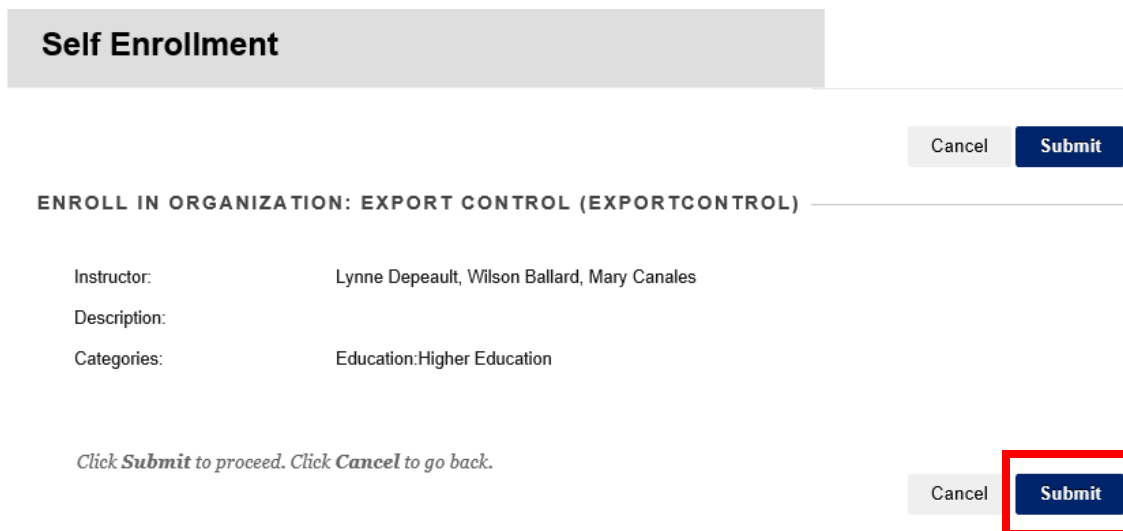
9. The Self Enrollment screen should pop up. Click the OK button on the right side of the page.

🏠 ⊙ | Self Enrollment

Self Enrollment

Action Successful: Success: Enrollment in **Export Control (ExportControl)** as deivi.salazar@utrgv.edu processed. Click **OK** to continue.
Tuesday, April 11, 2017 4:00:51 PM CDT

← OK

10. Click on the button on the top right that states *MyCourses* which will take you to the Blackboard home page.

MyCourses	Content Collection	Student Support

11. Under the Section Named <u>Trainings and Organizations</u> you should see the training *Export Control*.

Click on Export Control to start.

**Trainings & Organizations**

Organizations where you are: Participant
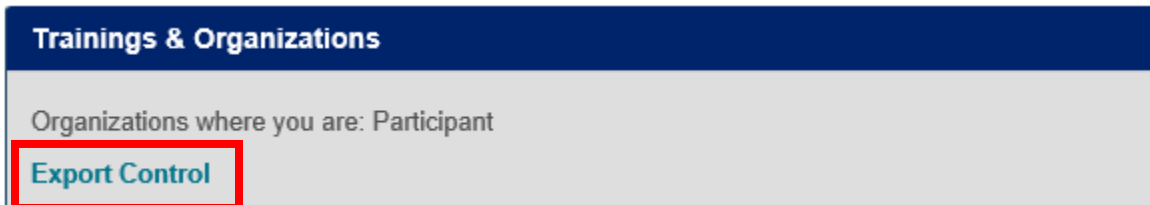
Export Control

12. Click on U.S. Export Controls

Content

U. S. Export Controls

Please review the contents of this module "Export Controls," then acknowledge below to record your completion.

13. **A pop up will be displayed, click Continue.**

ScoreCenter: Instructions

Click the Finish button on the last page when you are done.

Continue
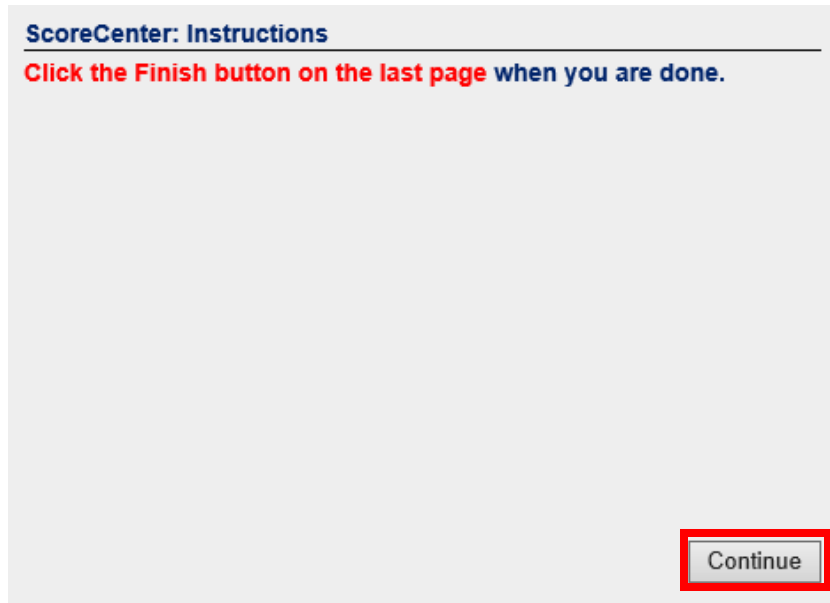
14. **Follow directions of the training.**

15. **Acknowledge the training when you are done.**