

The following are instruction on how to access the EEO online course

## **STUDENT REGISTRATION**

1. Contact Captain Bartlett (The Command Competency Coordinator) at <mailto:chuck.bartlett@montgomerycountymd.gov>
2. Provide your name, Department, Fire Department ID number and a password.
3. Retain your Fire Department ID, which is your user name, and your password.
4. The Command Competency Coordinator will register you, send an E-mail confirming your registration and provide you with a PDF with log-in procedures.

## **COURSE LOGIN**

Once you are registered on Blackboard;

1. Go to [coursesites](#) which should give you Blackboard's Welcome to CourseSites.
2. In the "login here" box enter your fire Department ID in the username space and your password in the password space.
3. Once you have logged in you should see a box titled "My Courses". Click on Montgomery County Fire and Rescue EEO and the Law.
4. This will take you to the Announcements page. Follow the instructions to continue with the course. The course material can be found by clicking on the "Course Documents" tab. The course material is a power point document. Each section can be opened by left clicking on the lower heading that ends in ppt (#kb). This will display the pointing finger when the mouse pointer rests on it. You can move from page to page by left clicking the mouse. You must mark each item in the "Course Documents" section as reviewed. **If you do not check the "Mark Reviewed" button, you will not be able to view the next course item.**
5. The test is in the "Assignments" section.
6. Once you have reviewed the material and taken the test you can log out of the course by clicking on the X box in the upper right hand corner and then logging out.
7. The course can be halted at anytime. You may return at your convenience. If you must stop while taking the test, make sure you save your answers before leaving.
8. When you have completed the course and test, contact Captain Bartlett via E-mail advising him of your completion, grade and ID number. Your information will be verified and then forwarded to the registrar for credit.

**Remember to do your own work. Since this is an electronic course, we can review your visit to the course site.**