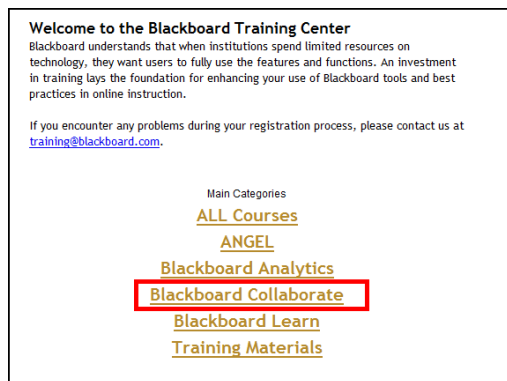


# Registering and Accessing the Blackboard Collaborate Asynchronous Online Courses

Follow these steps to register for the Getting Started or Moderator Access asynchronous Blackboard Collaborate courses.

Steps:

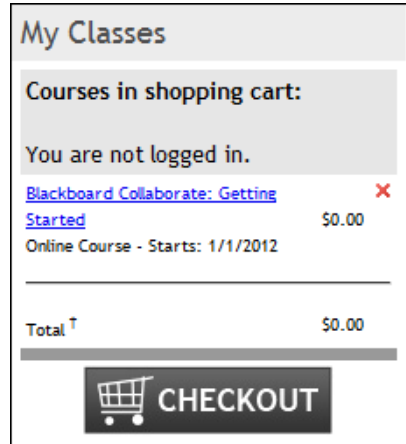
1. Go to <https://trainingcenter.blackboard.com>
2. From **Main Categories** select the **Blackboard Collaborate**.



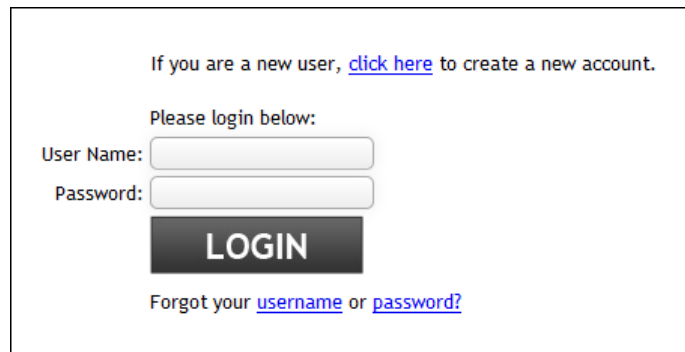
3. On the next screen select **Online Training**.
4. Locate the desired course and click **Add to Cart**.

Course	sort by: course name   date   time	Status	Enroll Now				
<a href="#">Blackboard Collaborate: Getting Started</a> Price: \$0.00 Online Course <table border="1"> <tr> <th>Start Date(s)</th> <th>End Date(s)</th> </tr> <tr> <td>Sunday 1/1/2012</td> <td>Monday 12/31/2012</td> </tr> </table> Location: Training.Blackboard.com	Start Date(s)	End Date(s)	Sunday 1/1/2012	Monday 12/31/2012		Space Available	<b>Add to Cart</b>
Start Date(s)	End Date(s)						
Sunday 1/1/2012	Monday 12/31/2012						
<a href="#">Blackboard Collaborate: Moderator Access</a> Price: \$0.00 Online Course <table border="1"> <tr> <th>Start Date(s)</th> <th>End Date(s)</th> </tr> <tr> <td>Sunday 1/1/2012</td> <td>Monday 12/31/2012</td> </tr> </table> Location: Training.Blackboard.com	Start Date(s)	End Date(s)	Sunday 1/1/2012	Monday 12/31/2012		Space Available	<b>Add to Cart</b>
Start Date(s)	End Date(s)						
Sunday 1/1/2012	Monday 12/31/2012						

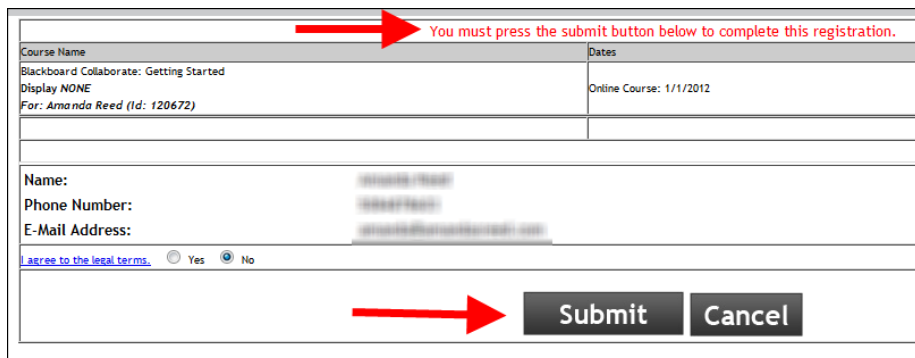
5. Click **Checkout**.



6. If you do not have a User Name and Password, create one. If you do have a User Name and Password, login.



7. Click **Submit**.



8. Save or print the course registration information.

Print

Amanda Reed

Thank you for registering for a course with Blackboard Training. Training will be conducted at [training.blackboard.com](http://training.blackboard.com)

Course Name	Location	Times	Status	Price
Blackboard Collaborate: Getting Started Display NONE	Training.Blackboard.com Room:	Online Courses	Enrolled	\$0.00
<b>Transaction # - Total for course (Amanda Reed):</b>				<b>\$0.00</b>
				Sales Tax: <b>\$0.00</b>
				Order Total: <b>\$0.00</b>

Keep this information for future Enrollment purposes

Registration Number	14711424247714
User Name	areed_test
Password	Passwords are hidden by default for security reason.

\* Click on the location link to print out driving directions to this site!

9. The course is located on a different server – <http://training.blackboard.com>. You will receive an email confirmation with the subject line “**Blackboard Training Confirmation.**” The email confirmation will contain the link <http://training.blackboard.com>.

**From:** "david.manchester@blackboard.com" <david.manchester@blackboard.com>  
**Subject:** Blackboard Training Confirmation  
**Date:** August 10, 2012 2:27:03 PM EDT  
**To:** "amanda@amandasreed.com" <amanda@amandasreed.com>

Dear Amanda Reed,

Thank you for choosing **Blackboard Training**. Your order has been received.

**Order ID:** C4TNJW2EXC77VR4  
**Date:** 8/10/2012

**Billing Information:**  
Amanda Reed  
E-mail: [amanda@amandasreed.com](mailto:amanda@amandasreed.com)

Username: areed\_test  
Reset Password: [Reset your password.](#)  
If you were enrolled via a purchase order, your password is the same as your username. We suggest you follow the link to change your password.

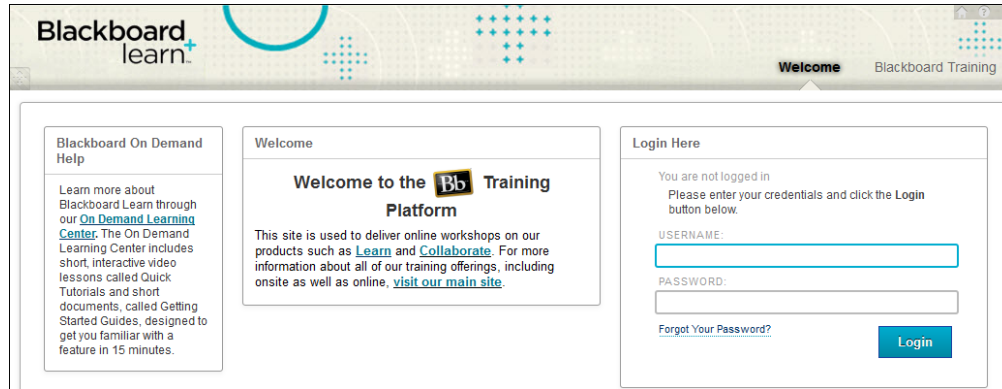
**Please note that your account will be charged 3-5 business days after the course start date.**

**Events Purchased**

Start Date	Event Title	Location
	Blackboard Collaborate: Getting Started	<a href="http://training.blackboard.com">Training Blackboard.com</a>
	Total Amount	\$0.00

Thank you,  
Blackboard Training Team

10. Log in to the server using the User Name and Password created during the registration process.



11. The course will be listed in the **My Courses** block.

[Sign up for the collaborate online training today>](#)