1. Go to https://guest.blackboard.cornell.edu

2. Fill in the empty fields with the corresponding information – first name, last name, email address, and reason for request. This may be for a specific course, workshop, or permission of a Cornell course instructor. For EHS courses include the name of the course.

3. Click “Submit Form” and an email verification will be sent to the guest user. Click the link provided in the email to verify the email address.

4. Click the link provided in the email to verify the email address:

5. After verifying the email address, the request goes to Blackboard system administrators for approval. Approvals will be processed within 48 hours during business days.
6. Upon account approval, you will receive a confirmation email that includes your Blackboard Username and a link to set your account password.

7. After your password has been set, please log into https://blackboard.cornell.edu

8. Once you’ve logged in, click on the tab labeled ‘Course Search’ at the top of the page.

9. In the catalog along the left side of the page, select the category ‘Environmental Health and Safety’
10. Choose the course(s) that you need to complete from the list on the next page.

11. A chevron will appear next the course name when you hover your mouse over the box that the course appears in. When you click on the chevron, a drop-down menu will appear.

12. Click on the Enroll option
13. On the next page, Self-Enrollment, click the ‘Submit’ button to enroll in the class.

14. Click ‘Course Materials’ on the left side of the page.
15. Click the course name to begin the training: ‘Laboratory Safety’
16. If there is a quiz option be sure to click on that after viewing the course to receive credit for taking the course.