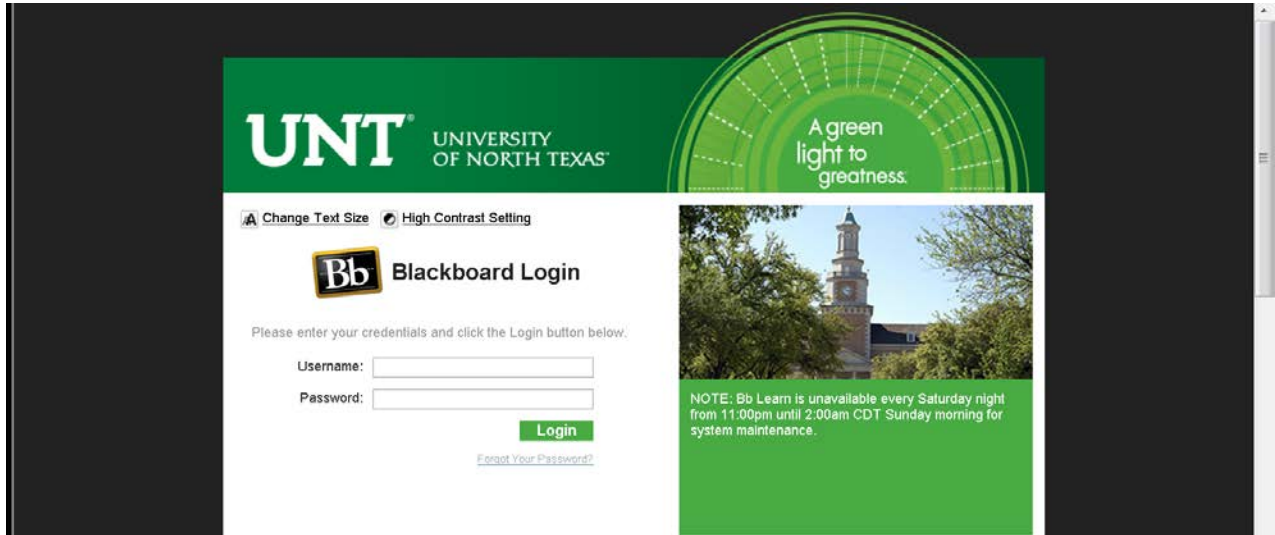


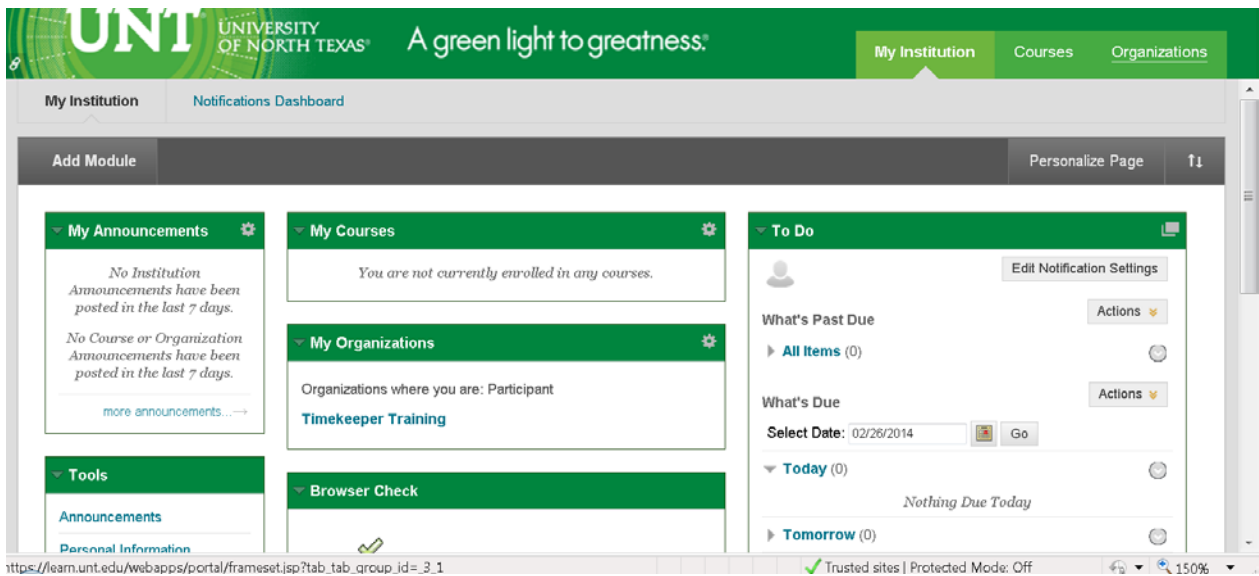
How to Access Timekeeper Training

Go to the following URL, and log in using your EUID and password.

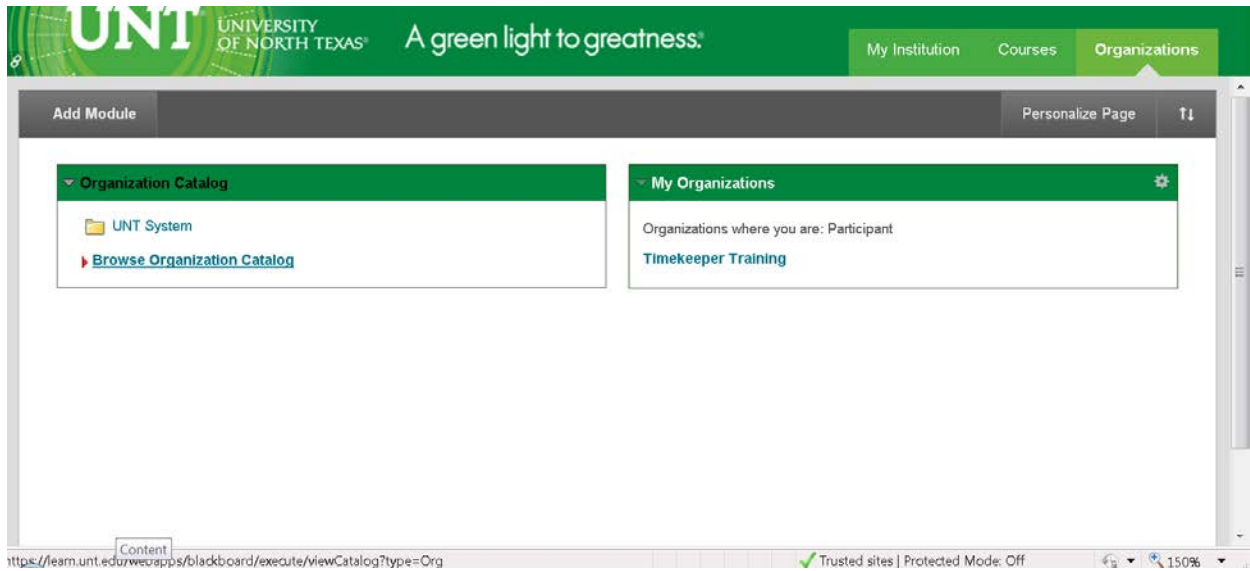
<https://learn.unt.edu/>



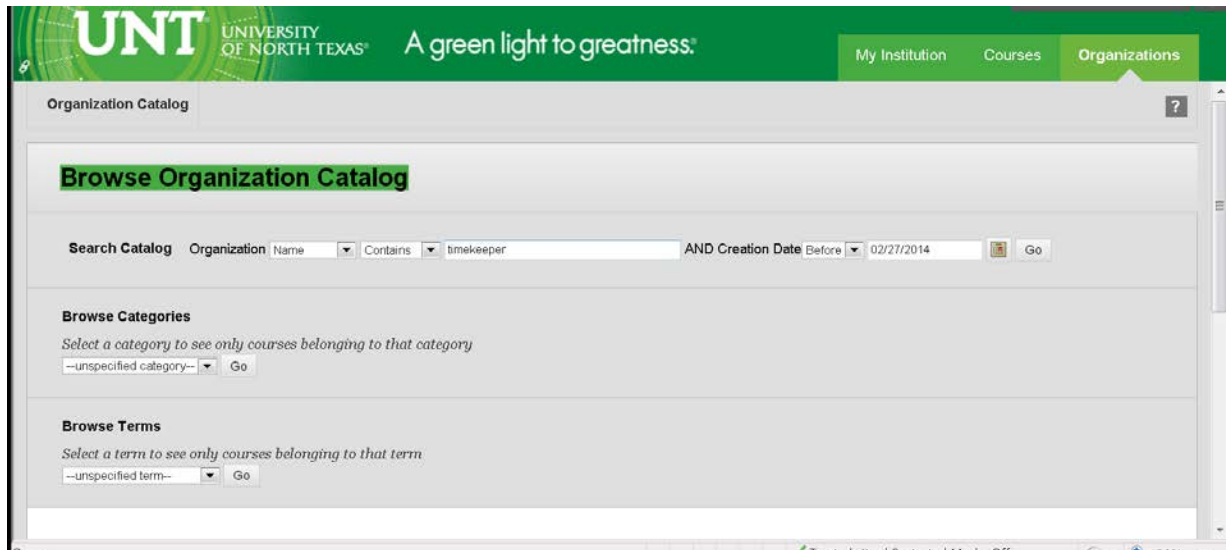
Click on Organizations in the top right-hand corner of the page.



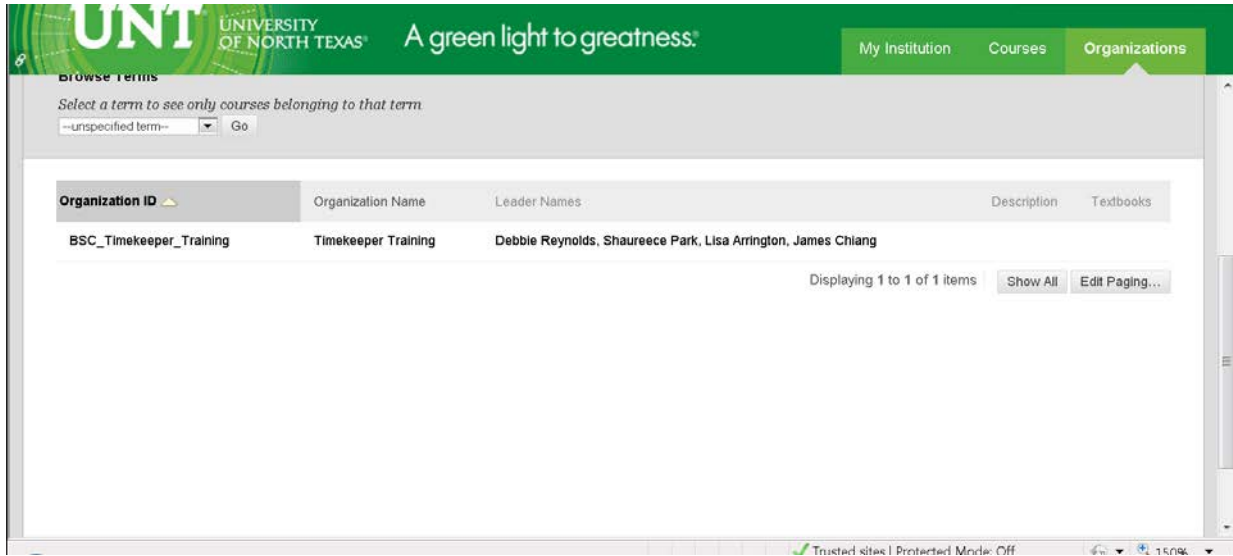
Click the link to "Browse Organization Catalog"



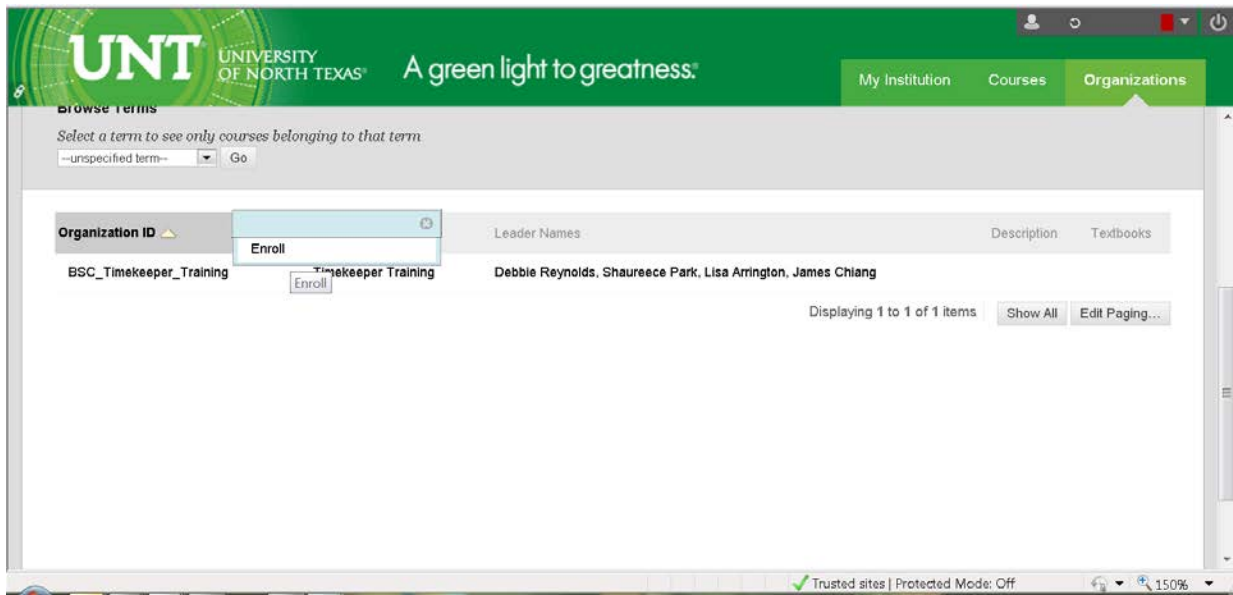
Search for Timekeeper training.



It will display all available courses.



Click on the down arrow next to the course name to enroll.



Click Submit and OK.

The screenshot shows the 'Self Enrollment' page for 'Timekeeper Training' on the University of North Texas website. The page has a green header with the UNT logo and the slogan 'A green light to greatness.' Navigation tabs for 'My Institution', 'Courses', and 'Organizations' are visible. The main content area is titled 'Self Enrollment' and contains two steps:

- 1. Enroll in Organization: Timekeeper Training (BSC_Timekeeper_Training)**
Instructor: Debbie Reynolds, Shaureece Park, Lisa Arrington, James Chiang
Description:
Categories: Education:Higher Education
- 2. Submit**
Click Submit to proceed. Click Cancel to quit.

Buttons for 'Cancel' and 'Submit' are present at the end of each step. The browser's taskbar at the bottom shows 'Done' and 'Trusted sites | Protected Mode: Off'.

This will take you to the course.

The screenshot shows the 'Timekeeper Training' course page. The header is identical to the previous screenshot. Below the header, the page title is 'Timekeeper Training'. A left-hand navigation menu includes 'Timekeeper Training', 'Start Here', 'Help', 'McGraw-Hill Campus', and 'Tegrity Classes'. The main content area features a banner image of three people in business attire holding large analog clocks in front of their faces. The browser's taskbar at the bottom shows 'Done' and 'Trusted sites | Protected Mode: Off' with a zoom level of 150%.

Once you've enrolled that course will be available to you on the main blackboard page the next time you log in.

The screenshot displays the Blackboard dashboard for the University of North Texas. At the top, the header includes the UNT logo, the text "UNIVERSITY OF NORTH TEXAS", and the slogan "A green light to greatness." Navigation tabs for "My Institution", "Courses", and "Organizations" are visible. Below the header, a secondary navigation bar contains "My Institution" and "Notifications Dashboard". The main content area is divided into three columns: "My Announcements", "My Courses", and "To Do".

- My Announcements:** Contains two messages stating that no institution or course/organization announcements have been posted in the last 7 days. A link for "more announcements..." is at the bottom.
- My Courses:** Displays the message "You are not currently enrolled in any courses." Below this is a section for "My Organizations" with a gear icon. It lists "Organizations where you are: Participant" and includes a link for "Timekeeper Training" which is highlighted with a red arrow.
- To Do:** Features a user profile icon, a link for "Edit Notification Settings", and sections for "What's Past Due" (with "All Items (0)" and an "Actions" dropdown) and "What's Content" (with a "Select Date" field set to "02/26/2014" and a "Go" button).