

LEARNING LAUNCH ▶▶▶▶

Self-Registration

Dear Belmont University Van Driver:

Belmont University is committed to providing a safe learning, working, and living environment. As part of that commitment, Belmont University asks that all faculty and staff complete the following online training course(s):

- Driver Safety Training

To begin training, follow these steps:

- 1) Go to: <https://learn.ue.org/6B90P890963/BelmontDriverSafety>
- 2) Complete the Registration form.
 - a. Enter your first name, last name, and email address. Include your department in Optional Field 1. Click Register.
 - b. You will receive a welcome email with your username and a temporary password.
 - d. Follow the link in the email to sign on.
 - e. You will be prompted to:
 - i. Enter your temporary password
 - ii. Create a new password
 - iii. Create and answer a security question
- 3) Once you are logged in, be sure to complete all courses assigned to you.
- 4) A history of your completed courses is available in "My Completions." You will also receive an email containing a link to your completion certificate, upon successful completion of the course.
- 5) Forward the completion certificate to the Office of Risk Management and Compliance for record keeping at riskmanagement@belmont.edu.

Tips for Completing Courses

- Pop-up blocker must be disabled for ue.blackboard.com
- Ensure your computer meets all System Requirements [specified here](#).

Need Help?

If you have any issues with sign-in or accessing the courses, or if you did not receive your welcome email, visit the Support Portal at portalhelp.ue.org. Or click any Support Portal link on the site.

All other questions should be directed to April Khoury at april.khoury@belmont.edu.

Thank you for your time and cooperation in completing this essential training program.