



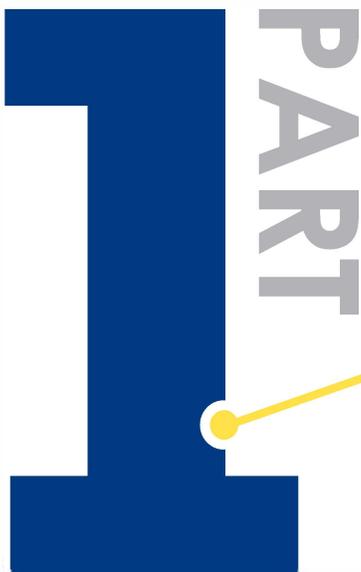
Instructions:

"Lifelines, Logistics, and Supply Chain Awareness"

Registering for the Training

Welcome to "Lifelines, Logistics, and Supply Chain Awareness," part of our *Rapid Response Resourcing* training series! This training is conducted in two parts: an online awareness course and a practical workshop. Here's how to register for the online course:

1. Visit www.frederick.edu/quickenroll. (You may need to copy/paste this link directly into your browser.)
2. Click the "**Login/Create Account**" button in the upper left of the screen.
If you've registered for a course through this platform before, log in with your existing credentials. If not, click the "Create New Profile" button and follow the instructions.
3. After completing Step 2, use the search bar in the upper right of the screen to search for "**AWR 392**". That's the designation for the online awareness course. When you've found it, click "**Add to Cart**".
4. Fill out the **supplemental information form**, then click "**Submit**."
5. Next, navigate to your cart, and check to ensure it includes **AWR 392**. If it does, click "**Checkout**" on the upper right of the screen.
6. Under the "**Amount**" heading, **click the checkbox** to indicate you agree with the Policies. There's no cost for this training, so that's all you have to do here!
7. Scroll to the bottom of the page and click "**Checkout**". You should see a new screen confirming your registration was successful.
8. This completes the registration process! An email confirmation should arrive in your inbox shortly. **Please wait at least 4 hours before progressing to Part 2 (on the next page)**. This gives FCC systems sufficient time to sync up and ensure your information is processed securely.



For additional assistance **at any point** in either Part 1 or Part 2 of the process, please contact **CommunityLifelines@frederick.edu**.

(cont'd. on next page)

Instructions:

Setting Up Login Credentials

You'll be using Blackboard, FCC's learning management system, throughout this training. It'll be where you access online course materials, have your participation recorded, find helpful resources, and more.

Which means you'll need to set up a username and password to log in! Here's how to do that:

If you're a returning student - you've taken a course with us before and **already know your credentials** - but haven't reset your password within the last 90 days, please contact the **IT Help Desk** to reset it.

If you're a **new student**, or a **returning student and do not know your login credentials**, follow these steps:

1. Visit www.frederick.edu/quickenroll. (You may need to copy/paste this link directly into your browser.)
2. **Sign in** with the login information you used/created in registration (Part 1).
3. On the left side of the screen, click "**Menu**", then click "**My Profile**".
4. Scroll down to the Student Profile Review page to find your **7-digit Student ID** (it'll be listed as "PeopleSoft ID") and your **MyFCC email address**. **RECORD BOTH OF THEM; THEY ARE IMPORTANT.**

Next, you'll use this data to set (or reset) your Blackboard password. **Note that your Blackboard username and password are independent of the ones you used to register in Part 1.** You're using the registration set to verify your identity so you can securely create the set for Blackboard, since that's where your training records will reside.

1. Visit <https://www.frederick.edu/faculty-resources/it-services/passwords.aspx>.
2. Under "Ready to set or reset your password?", select the option to **verify your identity and set a new password**.
3. Enter your User ID using this format: "**W**" + **[7-digit FCC Student ID]** + "**@myfcc.frederick.edu**".
Example: W1234567@myfcc.frederick.edu
4. Enter the characters in the picture or words in the audio and press "**Next**".
5. Select how you'd like to **verify your identity**. (This will use the information you submitted when registering for the course.) Enter the verification code and press "**Next**".
6. Enter and confirm your new password, then press "**Finish**". You're ready to log in to the course!
7. Log in by visiting <https://frederick.blackboard.com> and clicking "**Frederick Community College Login**." You will be prompted to enter your User ID from Step 3, and then your password from Step 6. When you've done so, click "**Sign In**." Then click the "**My Courses**" tab to view and enter your course.

PART

2

Help Desk Info

Phone: 301-846-2509

Hours: 8am-5pm (Mon-Thurs)

8am-4pm (Fri)