

Gaining Access to Food \$ense On-line Training

In the internet address bar, type bb.usu.edu. Blackboard will open.

Type your *username* (A number) and your *password* (this is the same password you use to access your paystub on banner).

In the center panel, you will see the course list. You will have at least three classes listed (New Hire, Certification, Continuing Ed).

Click on [NEA Nutrition Education Food \\$ense - New Hire Training](#). This will bring you to the *New Hire Training Homepage*.

Click on [Start Here](#). The *Welcome* page will come up. Notice on the left side of the screen, you will see the *Table of Contents for Start Here*.

After you read the Welcome page, click on [#2. Utah State University Contact Information](#). This will give you information on how to contact the state Food \$ense office.

Now click on [#3. Computer Setup](#). It is very important that you read and follow the instructions given to set your computer up to operate in Blackboard. It may be easier to follow the instructions if you print the instruction page first.

Once you have configured your computer to operate in Blackboard, go to [#4. Blackboard Support](#). Here you will get information on who to call for technical support for your computer or for the course. The USU Help Desk is great if you need any technical assistance. You can also get detailed information on how to navigate around in Blackboard. You will not be required to use all of the tools available in Blackboard but it would not hurt to spend some time here to become more familiar with how Blackboard works.

Now look directly above the *Blackboard Support* banner. You will see a title bar with *Your Location: Homepage > Start Here > Blackboard Support*. Click on [Homepage](#).

Click on [Course Content](#).

Click on [Practice Lesson](#). Now you are ready to begin New Hire Training.