

FOOD HANDLER ONLINE TRAINING INSTRUCTIONS

The department of Environmental Health, Safety and Risk Management provides **Food Handler Training** online through Blackboard. This 1-hour mandatory Food Handler Online Training and comprehensive exam must be successfully completed at the earliest convenience and prior to working with food on campus.


Instructions to complete the UTRGV Food Handler Training:

1. Log on to [myUTRGV](#).
2. Click on the Blackboard icon.
3. Select the organization Environmental Health, Safety and Risk Management.
 - a. If the EHSRM link does not appear, follow instructions below on “How to Self-Enroll”.
4. Click on “Food Handler”.
5. View the presentation entitled “**Food Handler**”.
6. Take the corresponding **Food Handler Quiz** until you have earned an **80%** or better.

Note: Do not use a cell phone or tablet to complete this online training. Make sure you have a secure internet connection when viewing the material. Ensure that your browser (Google Chrome, Firefox, etc.) is the latest version and that your browser history has been recently cleared.

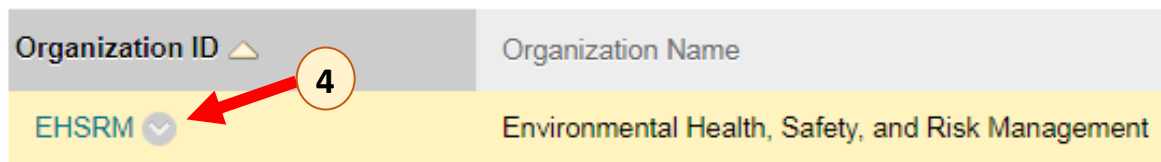
How to Self-Enroll

Before you can select any of the online training course offered by Environmental Health, Safety and Risk Management via Blackboard, you must first self-enroll to EHSRM.

1. Log into <https://my.utrgv.edu/> and click the **Blackboard** icon  from the Applications section.
2. Once in Blackboard, locate the “**Organization Search**” box in the right-hand side of the screen below “My Organizations” box.
3. In the “Organization Search” box (not the “Course Search” box), type “environmental” (check spelling as Blackboard does not recognize misspelled words) and press the “Go” button.
4. Under the Organization ID section, hover mouse cursor near EHSRM and click on the Options menu item (chevron in circle).

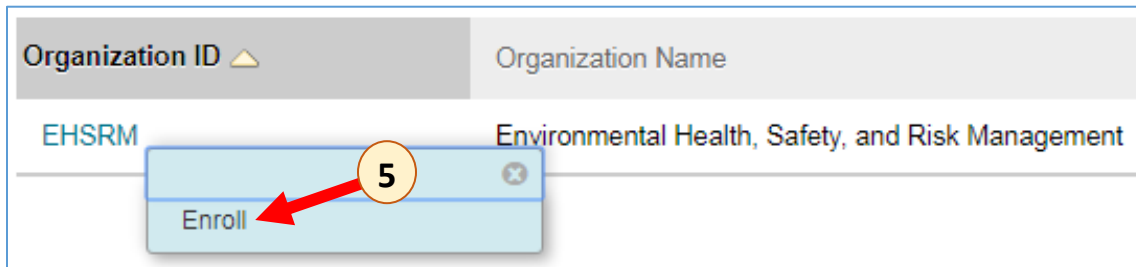


Organization Search



Organization ID	Organization Name
EHSRM	Environmental Health, Safety, and Risk Management

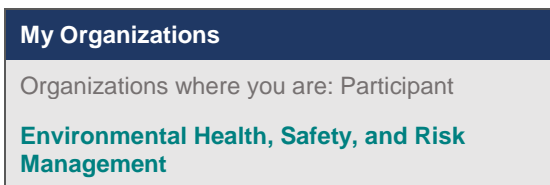
5. In the menu that opens, click “Enroll”.



6. In the next “Self Enrollment” page, press the “Submit” button.



At this point, you will be enrolled in the course as a **Participant**. You will see it listed in the **My Organizations** area.



Access EHSRM's online training courses via Blackboard

Note: Do not use a cell phone or tablet to complete any of the online training courses. Make sure you have a secure internet connection when viewing the material. Preferred browsers are Firefox or Google Chrome.

Once you self-enrolled in the EHSRM via Blackboard, you will have access to all of their department's online training courses.

1. Log in to your UTRGV Blackboard account from <http://my.utrgv.edu>.
2. Select the organization entitled "Environmental Health, Safety and Risk Management."
3. Select the appropriate training on the left-hand side of the screen, "Food Handler Presentation".
4. Click on "Food Handler".
5. View the presentation entitled "**Food Handler**".
6. Take the corresponding **Food Handler Quiz** until you have earned an **80%** or better.

