UCFlex Online Training Courses and Role Information

Please note: all UCFlex online courses are located in Blackboard/Canopy

1. Using the Firefox browser, please login to Canopy/Blackboard with your UC username and password to Self-Enroll in the chosen online course

2. Select Courses from the top menu bar

3. In the course search field, type Hourly Time Display and hit Go

4. Hover your mouse over “UC16_UCFlexHumanResourcesTraining_004: Hourly Time Display” under the Course ID list. Click on the blue arrow.
5. Select enroll

6. Click Submit

7. Click OK in the bottom right hand corner of the screen

8. Click on begin online course

Need assistance with your computer and/or Blackboard? • Please contact IT@UC by phone: 513-556-4357 (HELP) or by email: Helpdesk@uc.edu