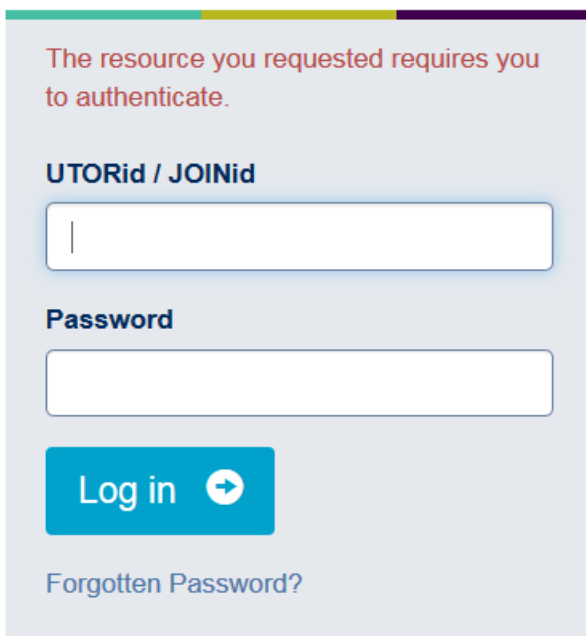# Instructions for Access to DCM Forms on Blackboard

1) Follow the steps below to log into the DCM folder on the [Blackboard portal](#) in order to:

- Download training requisitions
- Download any other DCM forms

1. Access Portal Blackboard self enrollment link (please copy and paste link to browser),

https://portal.utoronto.ca/webapps/login?action=relogin&new_loc=%2Fwebapps%2Fblackboar
d%2Fexecute%2FenrollCourse%3Fcontext%3DOrg%26command%3DSavedSearch%26searchFiel
d%3DCourseName%26searchOperator%3DContains%26searchText%3Ddcm%20forms%26dateS
earchOperator%3DLessThan%26startDate%3DLessThan%26course_id%3D_855265_1

2. Log in with your UTORid.

The resource you requested requires you
to authenticate.

**UTORid / JOINid**

**Password**

Log in ➡

Forgotten Password?

Alert: Completely exit your web browser
when you are finished.

You should be directed to the organization enrollment page. Click Submit.



3.      Click OK on the next page to proceed to the organization.

4.      You can now access DCM Forms from My Organizations Plus module on My Page or Community tab once you log in to Portal.

5. From organization home page, either select Forms, or use direct link (please copy and paste link to browser),

https://portal.utoronto.ca/webapps/login?action=relogin&new_loc=%2Fwebapps%2Fblackboard%2Fcontent%2FlistContentEditable.jsp%3Fcontent_id%3D_5790734_1%26course_id%3D_855265_1%26mode%3Dreset