

Instructions for Access to DCM Forms on Blackboard

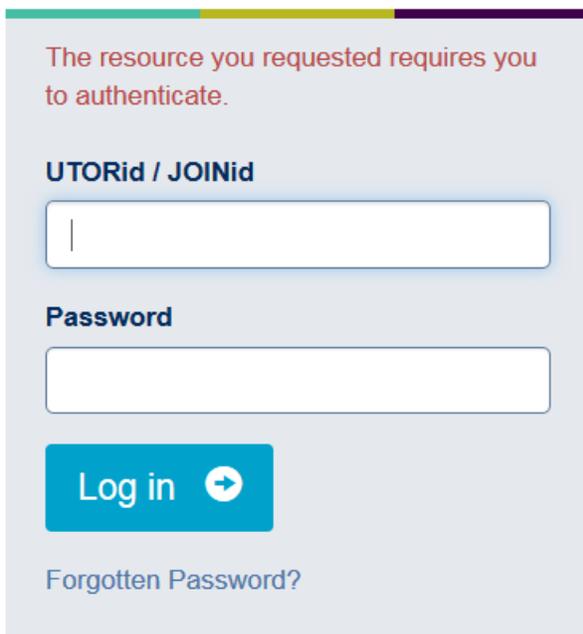
1) Follow the steps below to log into the DCM folder on the [Blackboard portal](#) in order to:

- Download training requisitions

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%2Fblackboard%2Fexecute%2FenrollCourse%3Fcontext%3D%26command%3DSavedSearch%26searchField%3DCourseName%26searchOperator%3DContains%26searchText%3Ddcm%20forms%26dateSearchOperator%3DLessThan%26startDate%3DLessThan%26course_id%3D_855265_1

2. Log in with your UTORid.



The resource you requested requires you to authenticate.

UTORid / JOINid

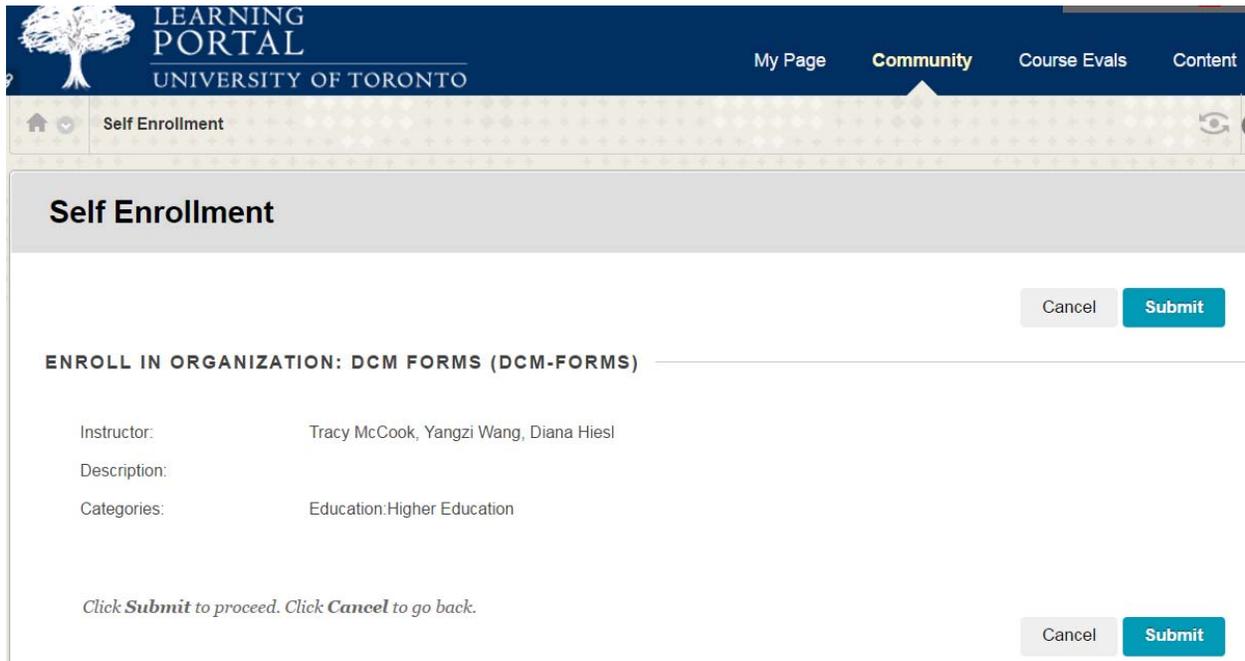
Password

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.



The screenshot shows the 'Self Enrollment' page in the Learning Portal. At the top, there is a navigation bar with 'My Page', 'Community', 'Course Evals', and 'Content'. Below this is a breadcrumb trail: 'Home > Self Enrollment'. The main heading is 'Self Enrollment'. On the right side, there are 'Cancel' and 'Submit' buttons. The main content area is titled 'ENROLL IN ORGANIZATION: DCM FORMS (DCM-FORMS)'. It lists the following details: Instructor: Tracy McCook, Yangzi Wang, Diana Hiesl; Description: (blank); Categories: Education: Higher Education. At the bottom, there is a note: 'Click **Submit** to proceed. Click **Cancel** to go back.' and another set of 'Cancel' and 'Submit' buttons.

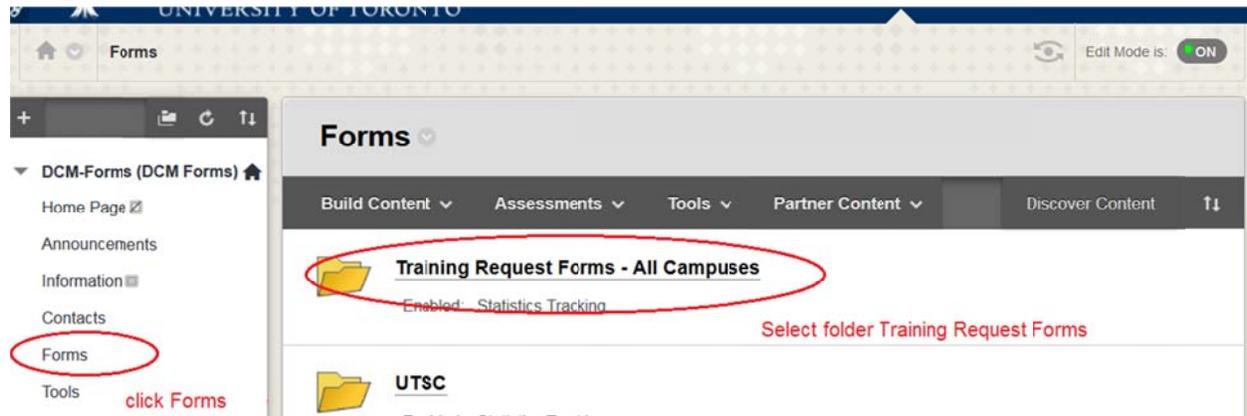
3. Click OK on the next page to proceed to the organization.

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>Training Request Forms – All Campuses, 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_5896231_1%26course_id%3D_855265_1



6. Complete the appropriate requisition form and submit it to dcmtraining@utoronto.ca for module registration.