Instructions for Access to DCM Forms on Blackboard

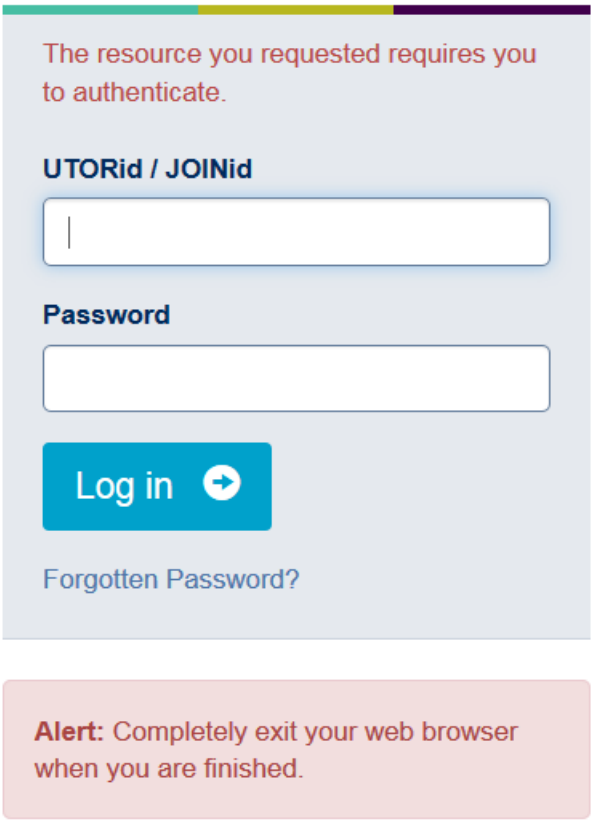
1) Follow the steps below to log into the DCM folder on the Blackboard portal in order to:

- Download training requisitions

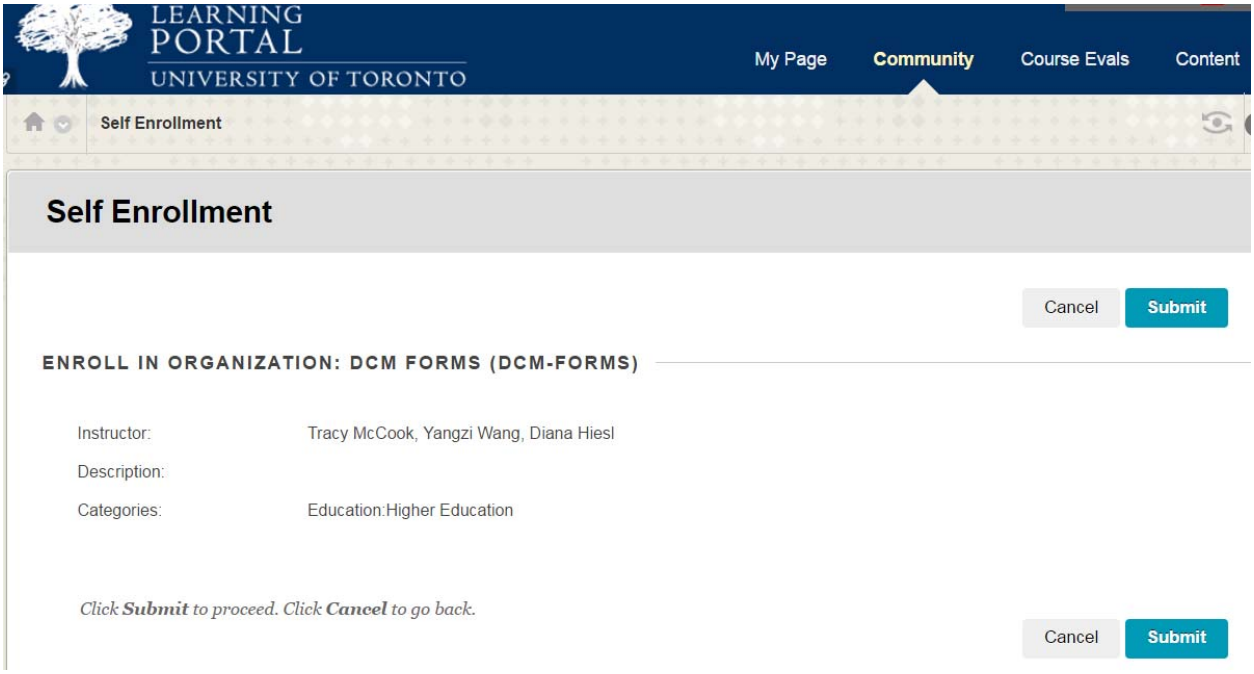
1. Access Portal Blackboard self enrollment link (please copy and paste link to browser),

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

2. Log in with your UTORid.



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

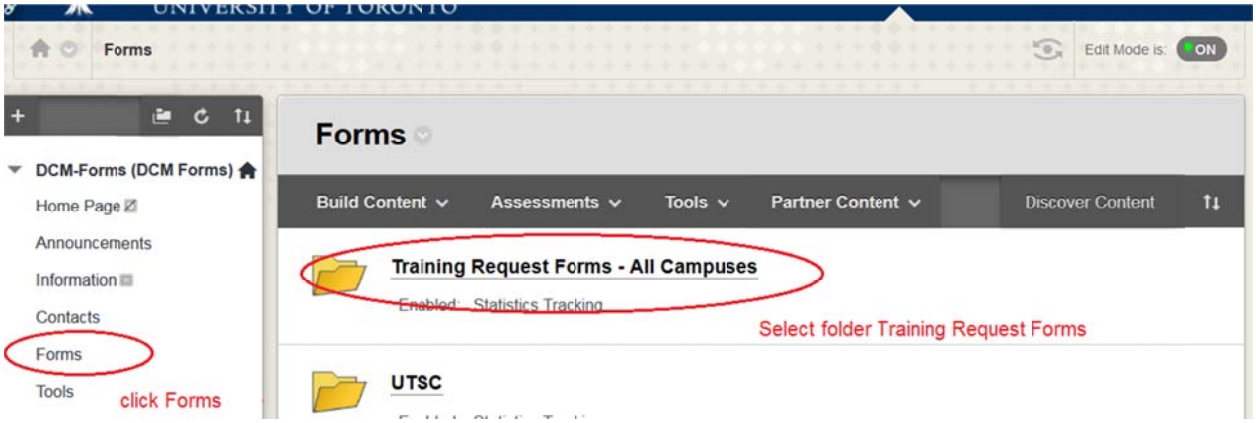


3. Click OK on the next page to proceed to the organization.

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>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.