

Blackboard Training Center Registration

Frequently Asked Questions

Q. I forgot my username or need my password reset.

A. Contact training@blackboard.com and specify that you need assistance with the registration site.

Q. What are the payment options?

A. Payment is accepted via **Credit Card** or by **Pre-Paying your registration** with Blackboard. For assistance with a **Credit Card** [click here](#). If you have Pre-Paid your registration follow [these steps](#) to see how to register. **What does Pre-Paying a registration mean?** It means you have submitted a Purchase Order to your Bb Account Representative. After we process that Purchase Order then someone will be in touch with an authorized **Bb Provided Payment Code** that you will use to register. Attempts to use this option without an authorized code will significantly delay your registration.

Q. Where do I access my online class after registration?

A. Online courses are accessed via <https://training.blackboard.com> using the username / password set up here on the registration site. Self-paced classes will be available within one business day. Facilitated classes will be available on the posted first day of class.

Q. I did not receive my Certificate of Completion or Certification.

A. Not all courses have a certificate. If your class does then [follow this link](#) for information on retrieving a copy.

Q. Have questions about our training options or registration?

A. Please contact us at training@blackboard.com.