

# LEARNING LAUNCH ▶▶▶▶

## Self-Registration

Dear Belmont University Van Driver:

Belmont University is committed to providing a safe learning, working, and living environment. As part of that commitment, Belmont University asks that all faculty and staff complete the following online training course(s):

- Passenger Van Safety

To begin training, follow these steps:

- 1) Go to: <https://learn.ue.org/>
- 2) Complete the Registration form.
  - a. Enter your email, first name, last name, password, and branch code.  
Branch Code **1038-90963**
    1. Click Register.
- 3) Once you are registered, search for Passenger Van Safety. The course will take less than 10 mins.
- 4) A history of your completed courses is available in "Completed Courses." You will also receive an email containing a link to your completion certificate, upon successful completion of the course.
- 5) Forward the completion certificate to the Office of Risk Management and Compliance for record keeping at [riskmanagement@belmont.edu](mailto:riskmanagement@belmont.edu).

## Tips for Completing Courses

- Pop-up blocker must be disabled for [ue.blackboard.com](http://ue.blackboard.com)
- Ensure your computer meets all System Requirements [specified here](#).

## Need Help?

If you have any issues with sign-in or accessing the courses, or if you did not receive your welcome email, visit the Support Portal at [portalhelp.ue.org](http://portalhelp.ue.org). Or click any Support Portal link on the site.

All other questions should be directed to April Khoury at [april.khoury@belmont.edu](mailto:april.khoury@belmont.edu).

Thank you for your time and cooperation in completing this essential training program.