Enrolling in a VAB Training Course

VAB Training via CourseSites by Blackboard

Overview

- This job aid covers how to enroll in VAB Training via CourseSites by Blackboard.
- This aid covers three different enrollment situations:

Enrollment Situation:	Pages:
1. Participants who **HAVE an existing Blackboard CourseSites account** and are taking the **SAME COURSE**	3-9
2. Participants who **HAVE an existing Blackboard CourseSites account** and are taking a **DIFFERENT COURSE**	10-15
3. Participants who **DO NOT HAVE a Blackboard CourseSites account**	16-23

- You may click on the name of the enrollment situation that applies to you to go straight to that set of instructions.

If you already **HAVE** an existing Blackboard CourseSites account and are taking the **SAME COURSE**, then the following steps are for you.

Step:	Page:
1. Follow link	4
2. Navigate to login page	5
3. Navigate to courses	6
4. Select your course	7
5. Navigate to training modules page	8
6. Complete training modules	9

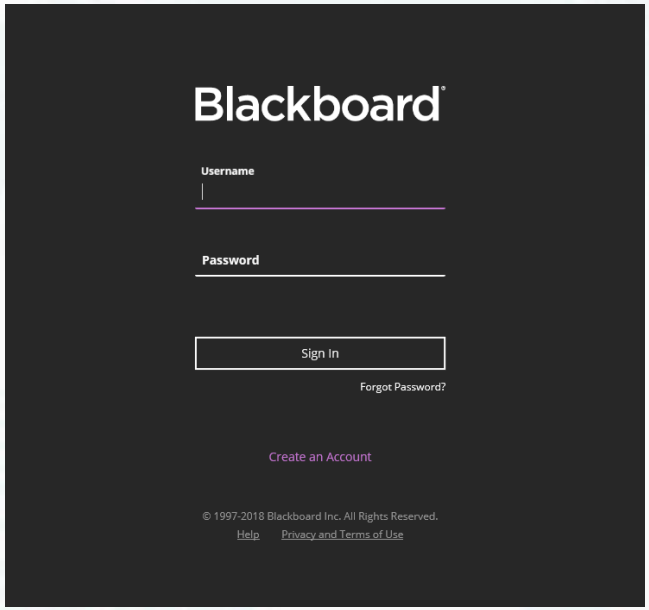
You may click on the name of the step to go straight to that step or scroll through the job aid.

If this does **not** describe your enrollment situation, please click here to go back to the Overview page.

Step 1

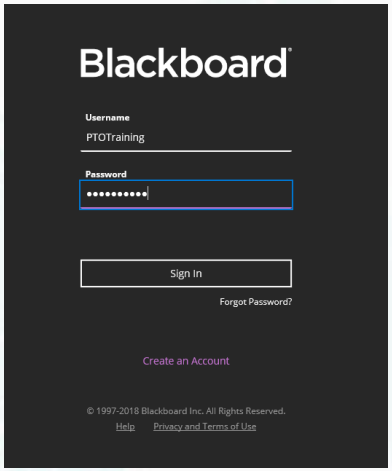
- Click on this link: **VAB Training**

The website should look like the image below.



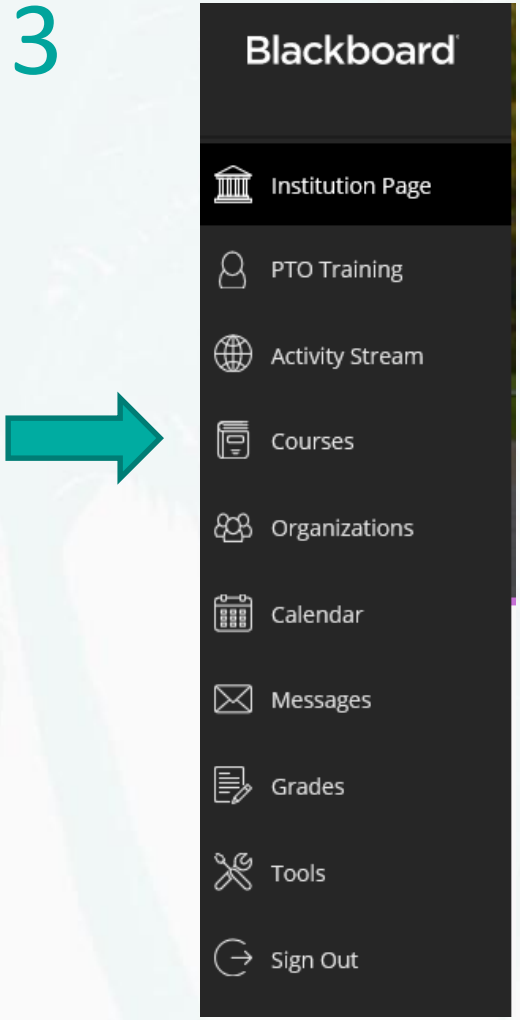
Step 2

- Log in using the username and password that you created when you first signed up for an account.
- If you forgot your password, click “Forgot Your Password?” and follow the instructions on the screen.



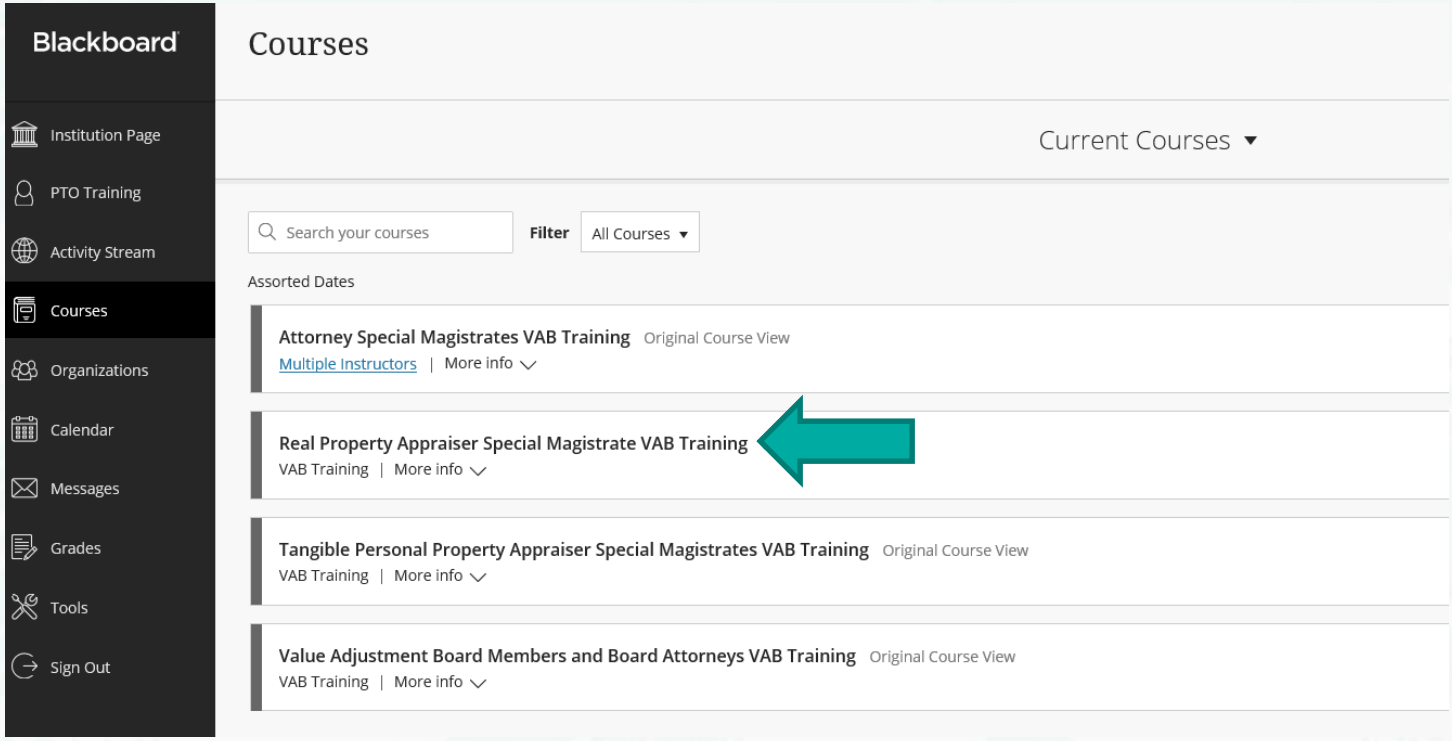
Step 3

- Click on “Courses.”



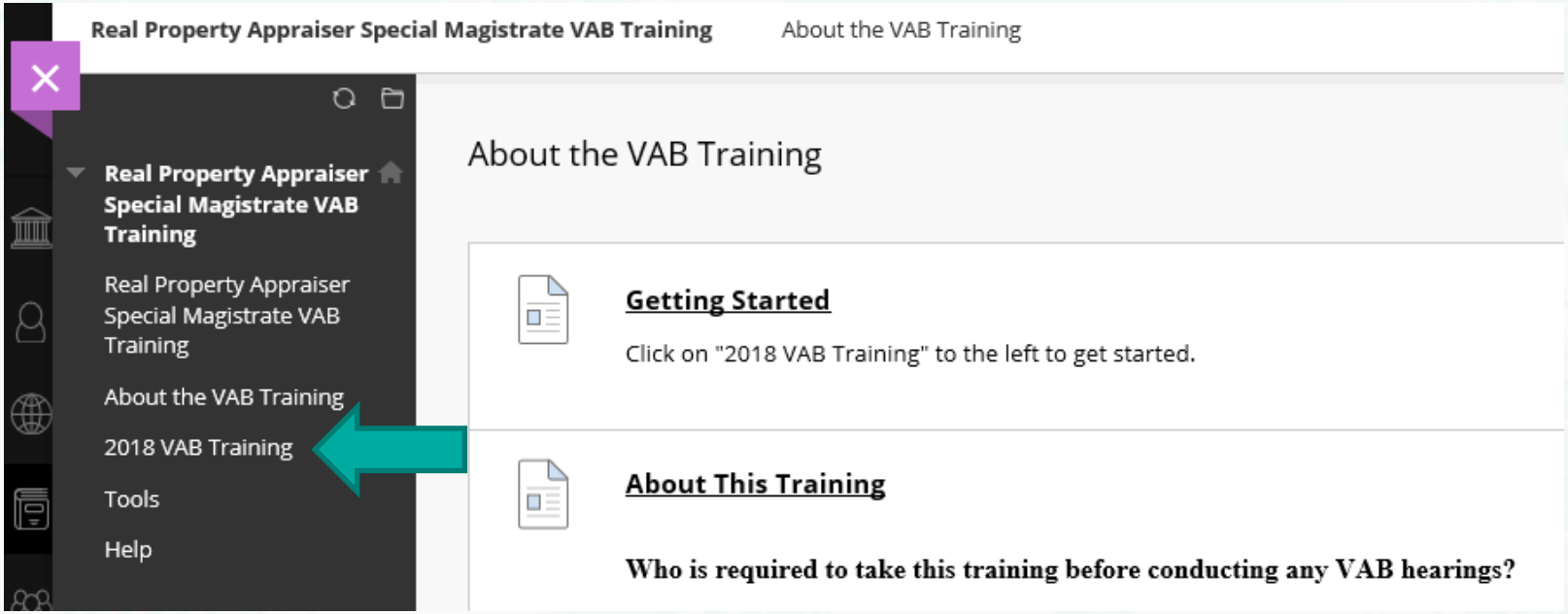
Step 4

- Click on the title of the course.



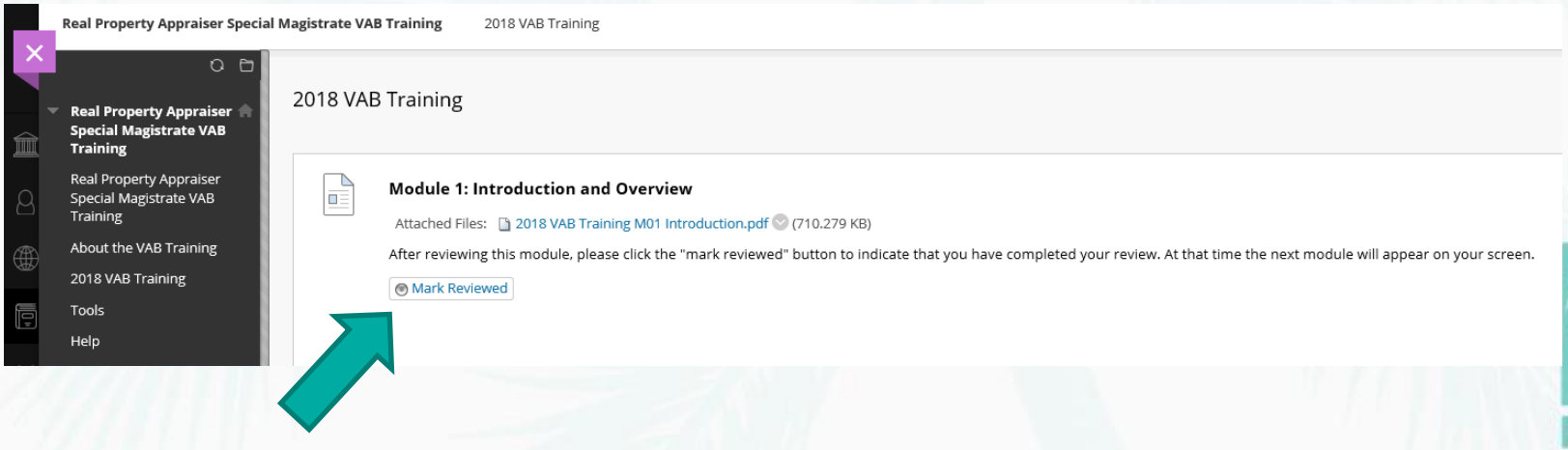
Step 5

- The home page of the course will appear.
- Click on “20XX VAB Training” to view the modules page.



Step 6

- This is the training modules page.
- Your screen should start with only “Module 1: Introduction and Overview” visible.
- **After** viewing each module, be sure to click the Mark Reviewed button. Then the next module will appear on your screen.



If you already **HAVE** an existing Blackboard CourseSites account and are taking a **DIFFERENT COURSE**, then the following steps are for you.

Step:	Page:
1. Select new course	11
2. Navigate to login page	12
3. Log in to account	13
4. Navigate to training modules page	14
5. Complete training modules	15

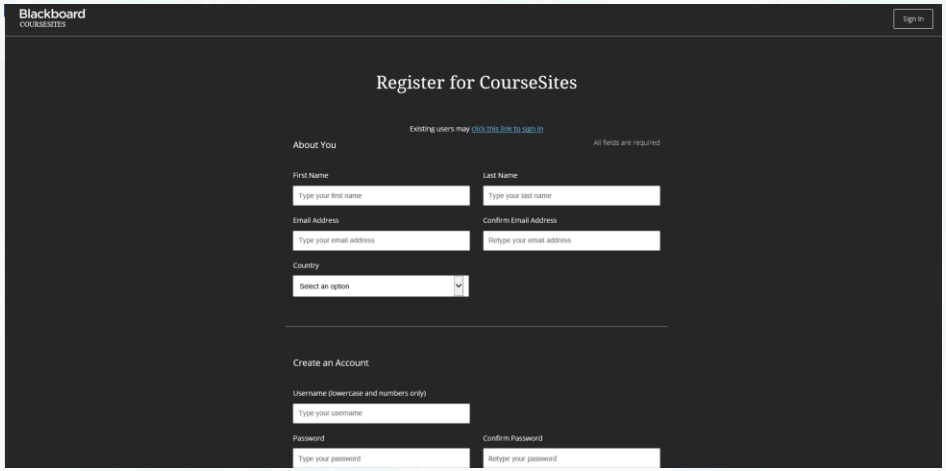
You may click on the name of the step to go straight to that step or scroll through the job aid.

If this does **not** describe your enrollment situation, please click here to go back to the Overview page.

Step 1

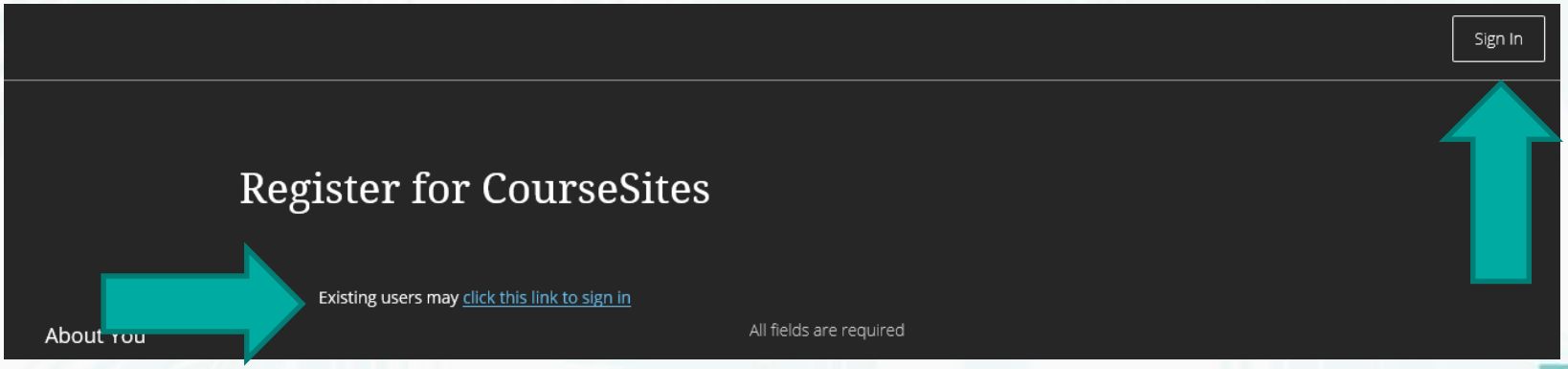
- Click on the course you want to enroll in:
  - VAB Training for Attorney Special Magistrates
  - VAB Training for Real Property Appraiser Special Magistrates
  - VAB Training for Tangible Personal Property Appraiser Special Magistrates
  - VAB Training for Value Adjustment Board Members and Board Attorneys

The website should look like the image below:



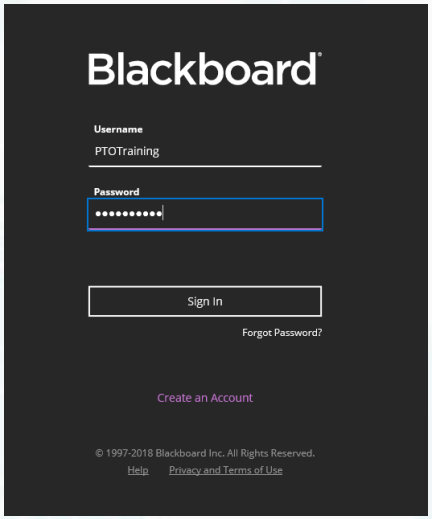
Step 2

- Click “Sign In” or “Existing users may click this link to sign in.”



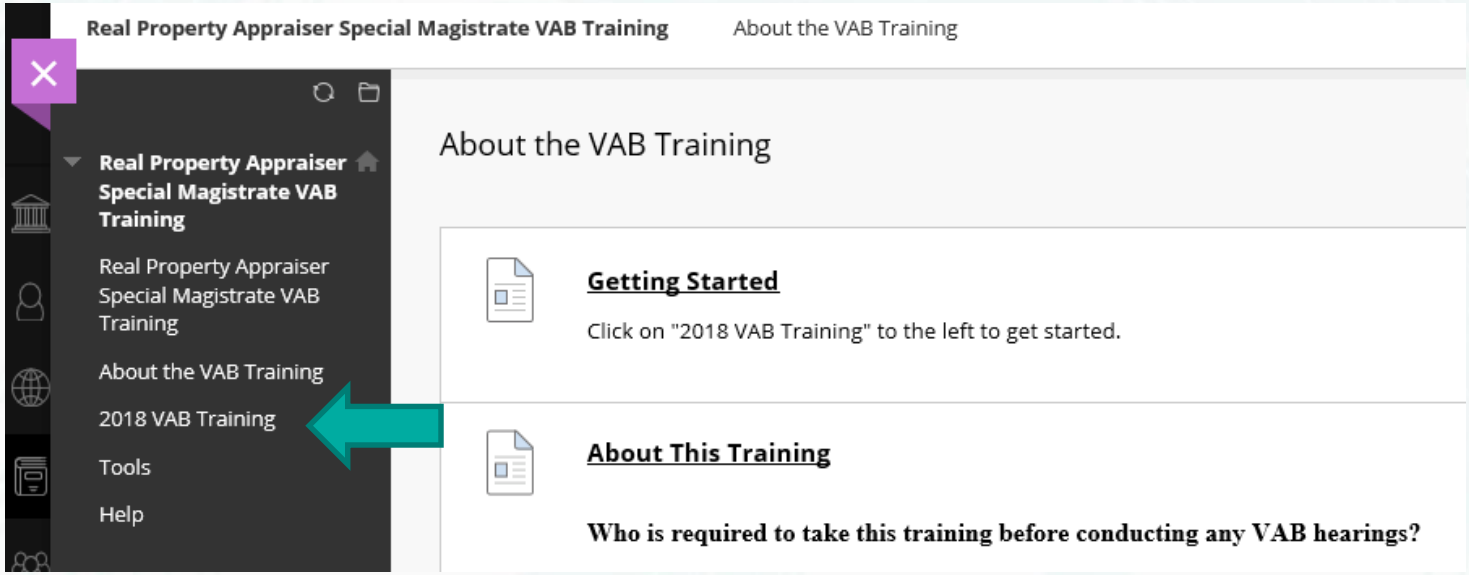
Step 3

- Log in using the username and password that you created when you first signed up for an account.
- If you forgot your password, click “Forgot Your Password?” and follow the instructions on the screen.



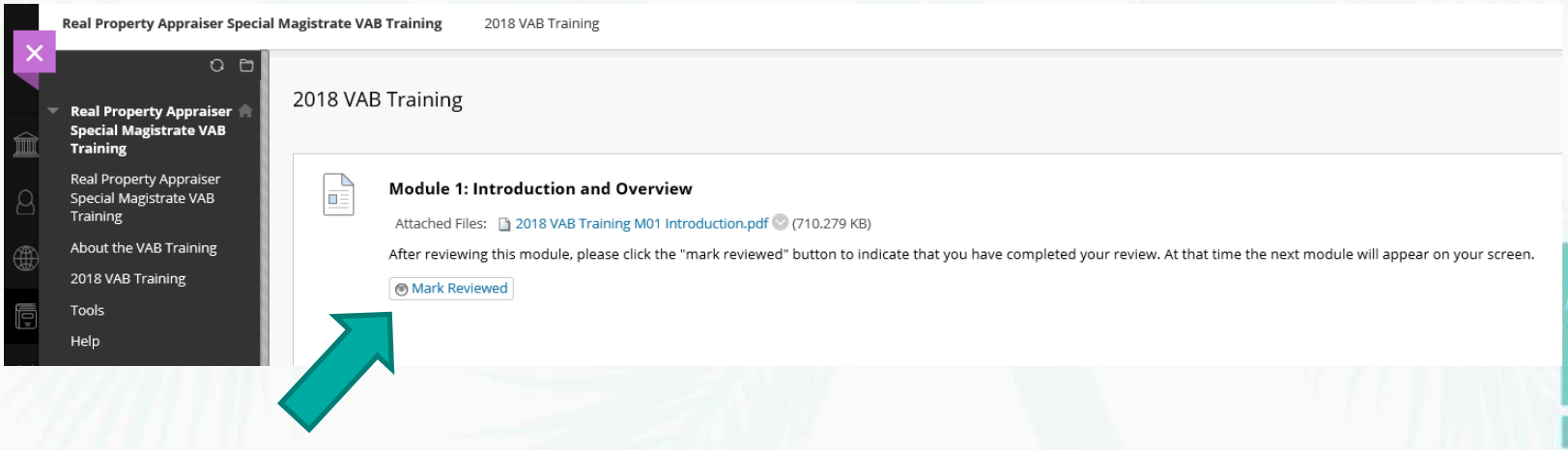
Step 4

- The home page of the course will appear.
- Click on “20XX VAB Training” to view the modules page.



Step 5

- This is the training modules page.
- Your screen should start with only “Module 1: Introduction and Overview” visible.
- **After** viewing each module, be sure to click the Mark Reviewed button. Then the next module will appear on your screen.



If you **DO NOT HAVE** a Blackboard CourseSites account, then the following steps are for you.

Step:	Page:
1. Select your course	17
2. Register for account	18-19
3. Log in	20
4. Choose course	21
5. Navigate to training modules page	22
6. Complete training modules	23

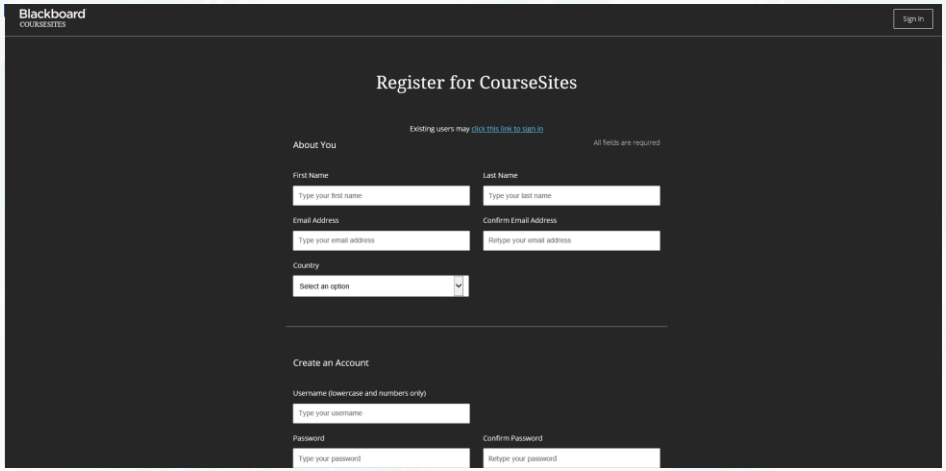
You may click on the name of the step to go straight to that step or scroll through the job aid.

If this does **not** describe your enrollment situation, please click here to go back to the Overview page.

Step 1

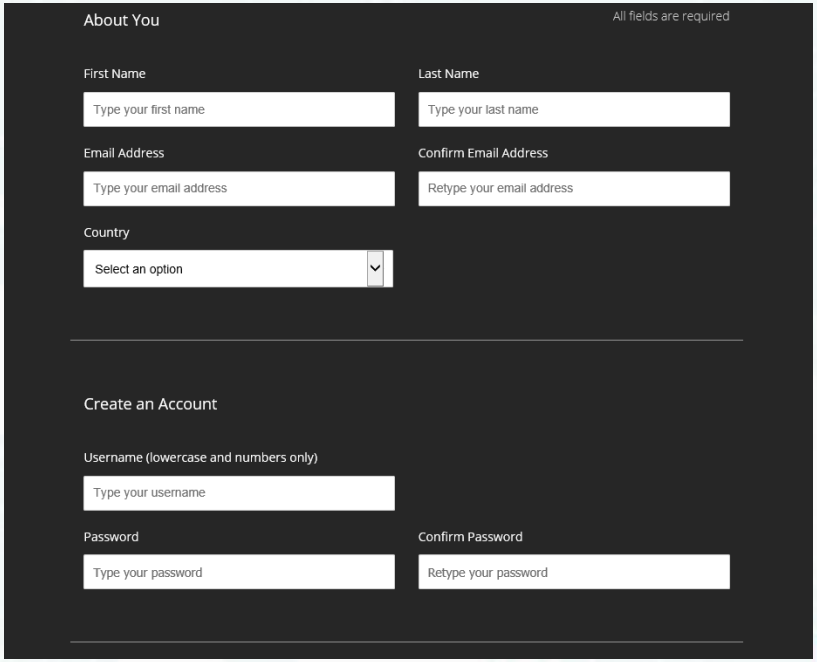
- Click on the course below you want to enroll in:
  - VAB Training for Attorney Special Magistrates
  - VAB Training for Real Property Appraiser Special Magistrates
  - VAB Training for Tangible Personal Property Appraiser Special Magistrates
  - VAB Training for Value Adjustment Board Members and Board Attorneys

The website should look like the image below:



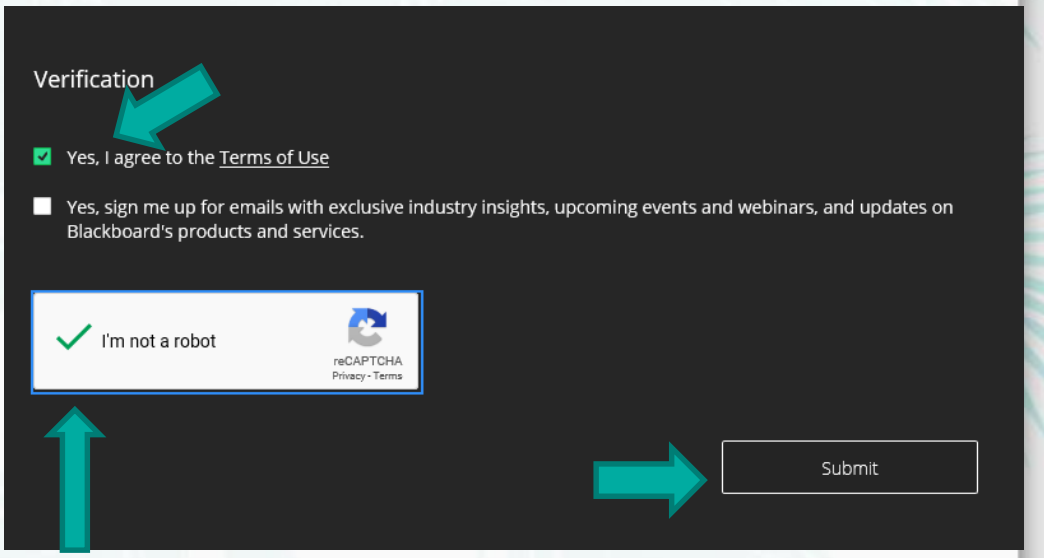
Step 2

- Enter First Name, Last Name, and Email Address.
- Choose “United States” as the Country.
- Create a Username and Password. The username and password can be anything you choose.



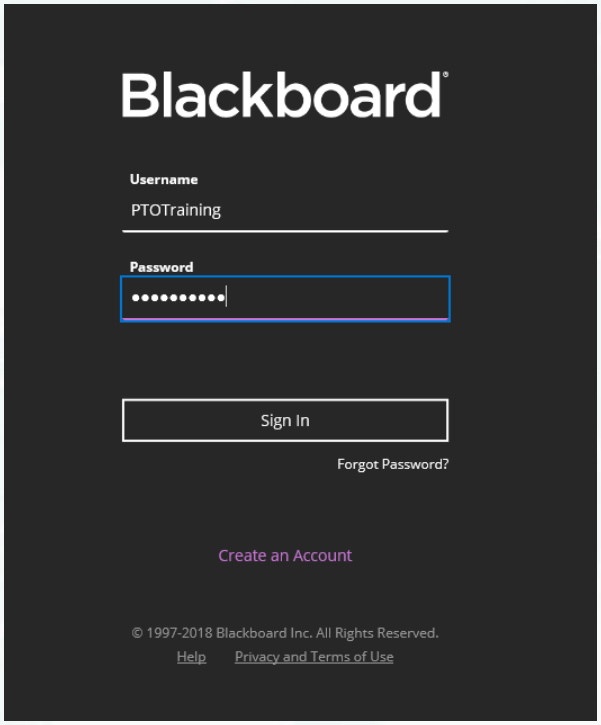
Step 2 continued

- Click the box next to “Terms of Use”.
- Click the box next to “I’m not a robot”. Follow the on-screen instructions.
- Click “Submit”.



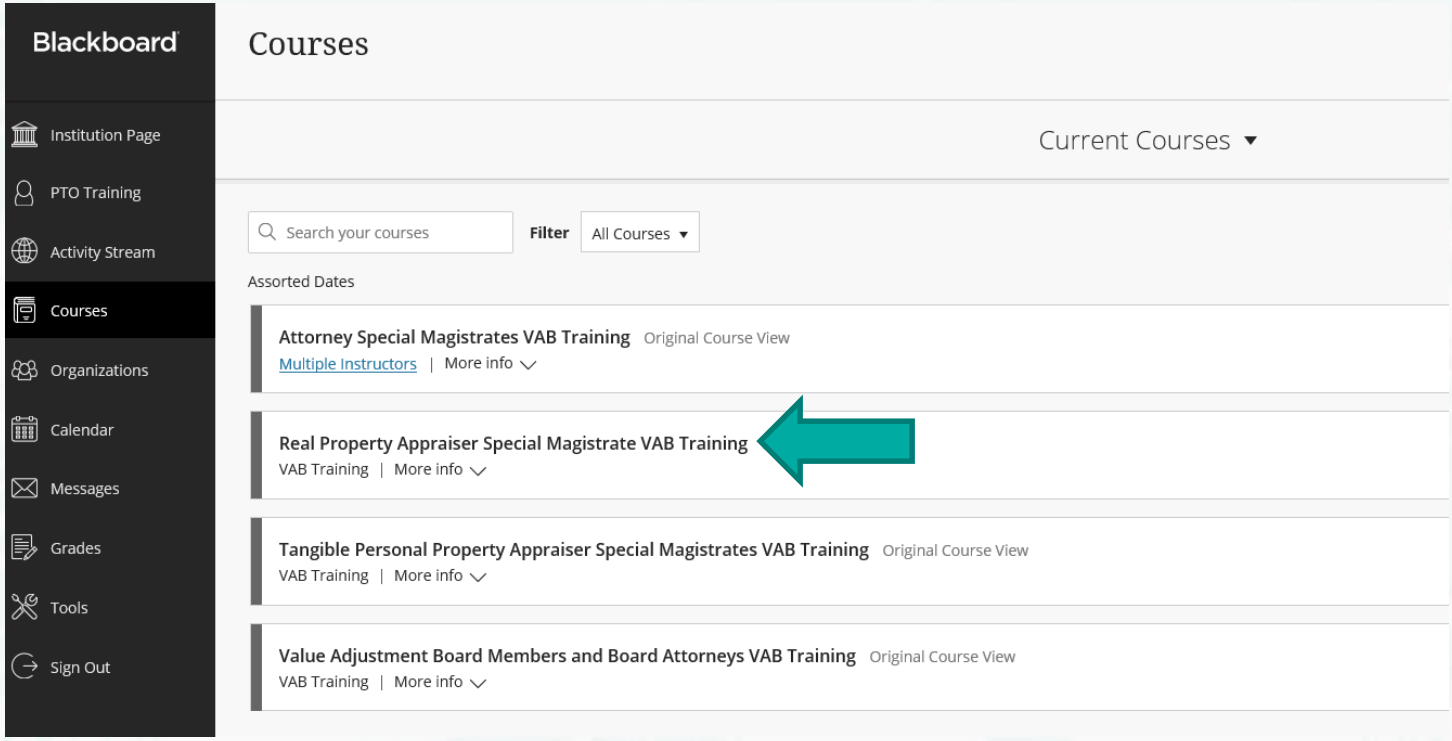
Step 3

- Log in using the username and password that you just created.



Step 4

- Click on the title of the course.



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- The home page of the course will appear.
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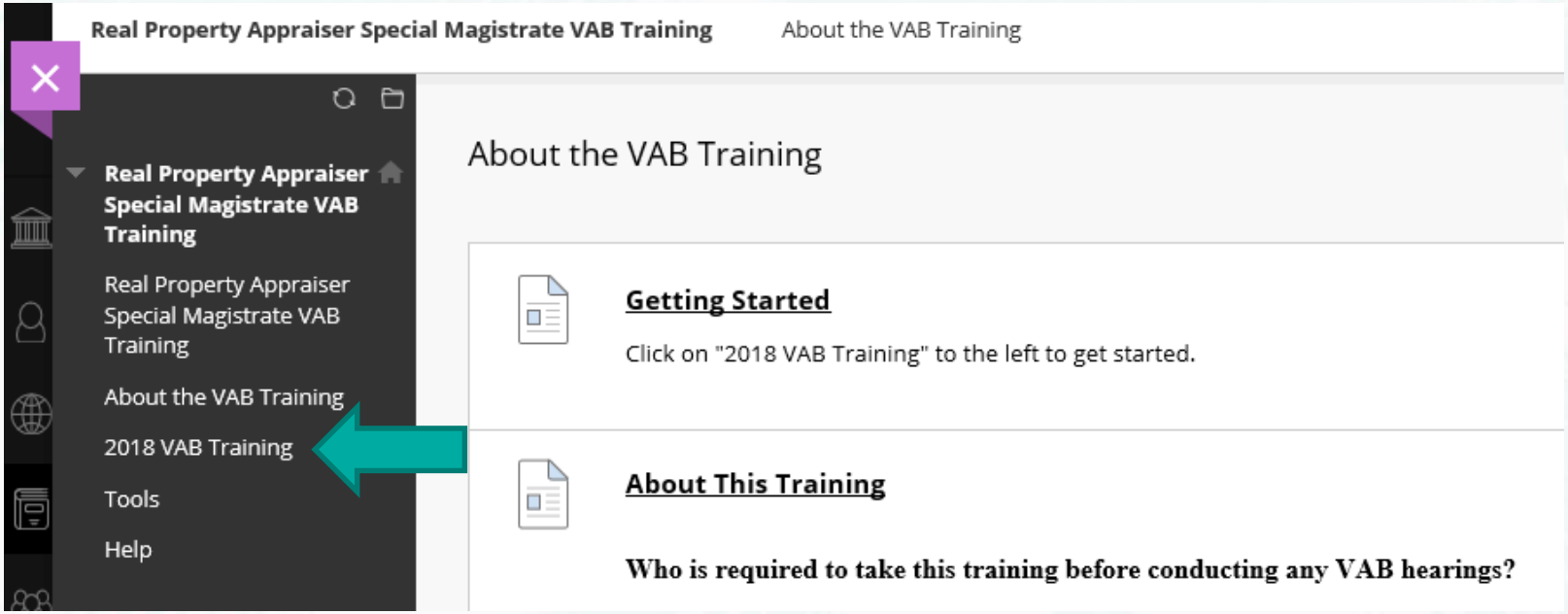
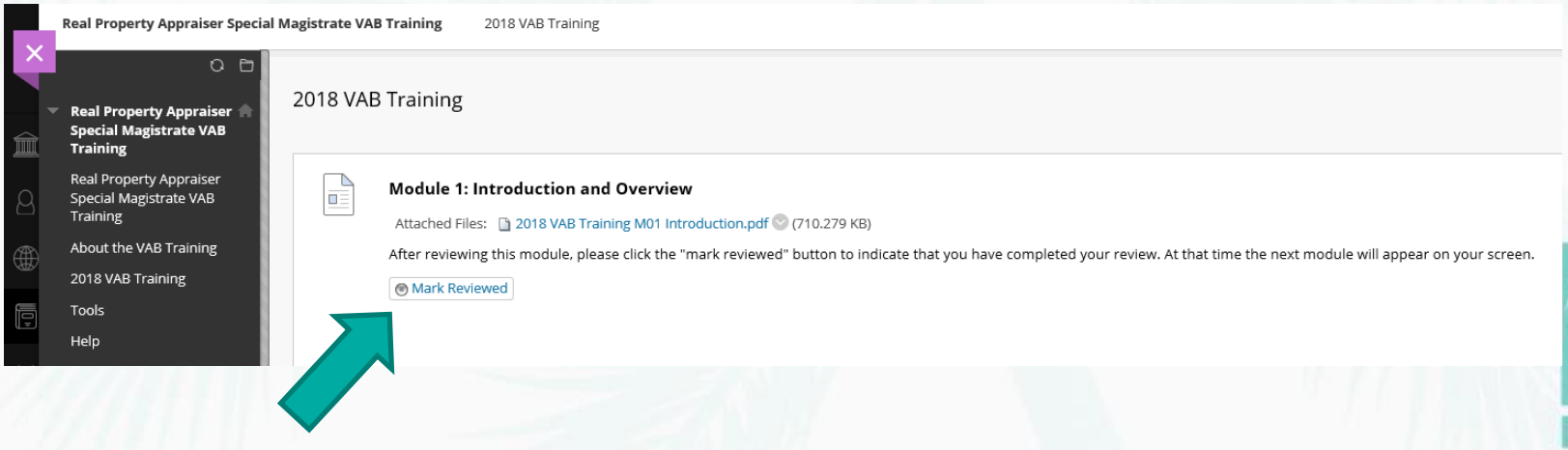


Step 6

- This is the training modules page.
- Your screen should start with only “Module 1: Introduction and Overview” visible.
- **After** viewing each module, be sure to click the button. Then the next module will appear on your screen.



The End!

- If you have any issues with logging in, please contact the Blackboard CourseSites Customer Support here.
- If you have any questions about VAB Training, please email VABTraining@floridarevenue.com