Handling Data Safely Course

Instructions

To obtain access to any HUB module, you will need to complete the Handling Data Safely Course found on UBLearns. The following instructions will guide you to accessing the course:

1) Navigate to https://ublearns.buffalo.edu

2) Click on “Login” You will use your UBIT Login and Password here.

3) Click on Courses in the navigation bar (on top right side of screen)

4) In the “Course Search” box, type Handling Data Safely. Click “Go”

5) You’ll then see the course come up. Now we need to enroll you in it. To do that, click on the small arrow below “ADM_CIO_010809” and click on Enroll.

6) After that, it’ll ask you for a confirmation. Click on either one of the Submit buttons to the right of your screen.

7) Once you hit submit, you’ll get a confirmation screen asking you to click OK. The OK button is hidden on the bottom right corner of your screen (You may have to scroll down to see it).

8) You’ve now self enrolled in this course and it will now appear on your initial menu when you log in to UBLearns. The course takes about 1.5 hours to complete.