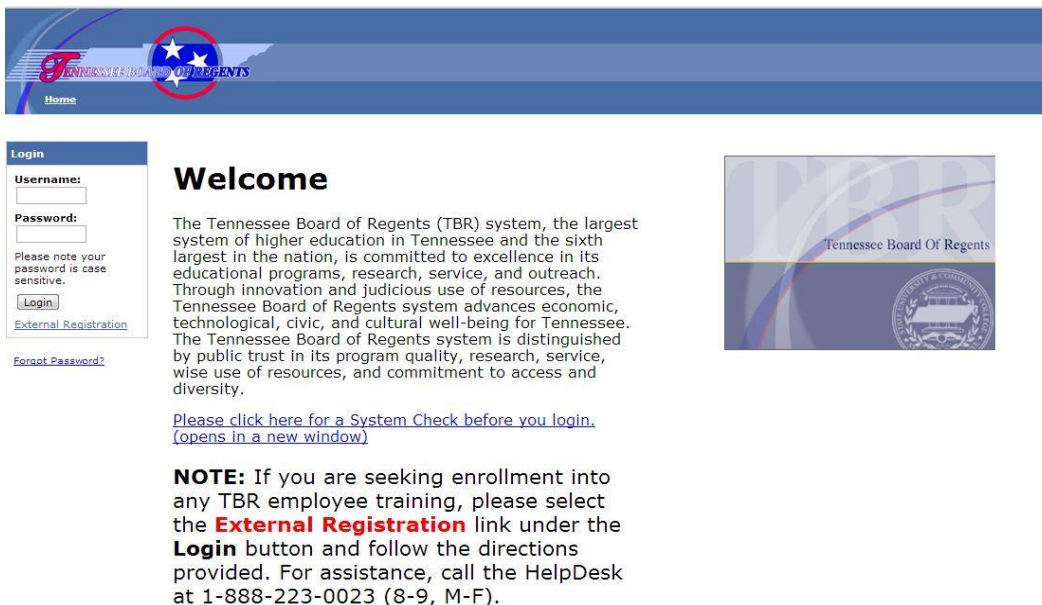


## Directions for taking the Title VI Training

1. Click on the Tennessee Board of Regents [D2L](#) link.



The screenshot shows the Tennessee Board of Regents website. At the top is a blue header with the TBR logo and a "Home" link. Below the header is a "Login" box on the left with fields for "Username:" and "Password:", a "Please note your password is case sensitive." message, a "Login" button, and links for "External Registration" and "Forgot Password?". To the right of the login box is a "Welcome" section with a paragraph of text about the TBR system and a link: "Please click here for a System Check before you login. (opens in a new window)". Below this is a "NOTE" section with instructions for enrollment. On the far right is a graphic with the TBR logo and the text "Tennessee Board Of Regents".

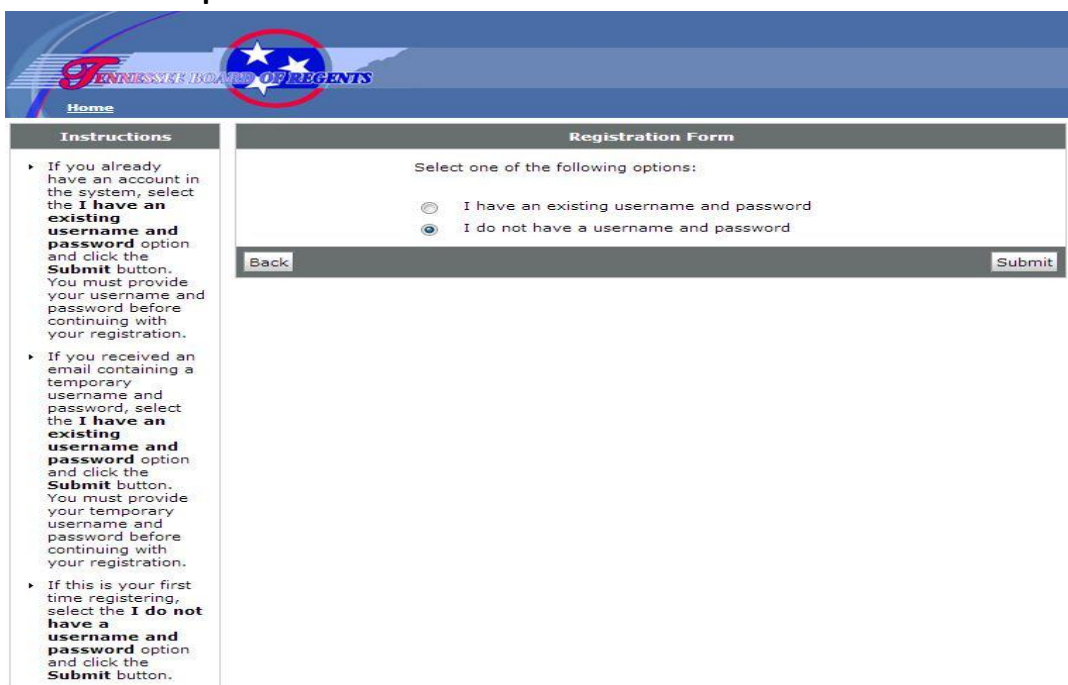
**Welcome**

The Tennessee Board of Regents (TBR) system, the largest system of higher education in Tennessee and the sixth largest in the nation, is committed to excellence in its educational programs, research, service, and outreach. Through innovation and judicious use of resources, the Tennessee Board of Regents system advances economic, technological, civic, and cultural well-being for Tennessee. The Tennessee Board of Regents system is distinguished by public trust in its program quality, research, service, wise use of resources, and commitment to access and diversity.

[Please click here for a System Check before you login. \(opens in a new window\)](#)

**NOTE:** If you are seeking enrollment into any TBR employee training, please select the **External Registration** link under the **Login** button and follow the directions provided. For assistance, call the HelpDesk at 1-888-223-0023 (8-9, M-F).

2. Click on “**External Registration**” link in the Login box on the left.
3. In the box that says Registration Form, highlight the box that says, “**I do not have a username and password**” and click on the Submit button.



The screenshot shows the Tennessee Board of Regents website registration form. At the top is a blue header with the TBR logo and a "Home" link. Below the header is a "Registration Form" box. On the left is an "Instructions" box with three bullet points. The "Registration Form" box contains the text "Select one of the following options:" and two radio button options: "I have an existing username and password" and "I do not have a username and password". Below the options are "Back" and "Submit" buttons.

**Instructions**

- ▶ If you already have an account in the system, select the **I have an existing username and password** option and click the **Submit** button. You must provide your username and password before continuing with your registration.
- ▶ If you received an email containing a temporary username and password, select the **I have an existing username and password** option and click the **Submit** button. You must provide your temporary username and password before continuing with your registration.
- ▶ If this is your first time registering, select the **I do not have a username and password** option and click the **Submit** button.

**Registration Form**


Select one of the following options:

I have an existing username and password

I do not have a username and password

[Back](#) [Submit](#)

4. Scroll down the list until you find “TBRTRAIN\_TITLEVI\_MTSU” and click on the link.



Home

HRTRAIN005_TTC_Shelbyville	<a href="#">Respect in the Workplace - TTC, Shelbyville</a>	
HRTRAIN005_TTC_Whiteville	<a href="#">Respect in the Workplace - TTC, Whiteville</a>	
HRTRAIN005_TTU	<a href="#">Respect in the Workplace - TTU</a>	
HRTRAIN005_UOM	<a href="#">Respect in the Workplace - UOM</a>	
HRTRAIN005_VSCC	<a href="#">Respect in the Workplace - VSCC</a>	
HRTRAIN005_WSCC	<a href="#">Respect in the Workplace - WSCC</a>	
TBRTRAIN_TITLEVI_APSU	<a href="#">Title VI Training - APSU</a>	
TBRTRAIN_TITLEVI_CHSCC	<a href="#">Title VI Training - CHSCC</a>	
TBRTRAIN_TITLEVI_CLSCC	<a href="#">Title VI Training - CLSCC</a>	
TBRTRAIN_TITLEVI_COSCC	<a href="#">Title VI Training - COSCC</a>	
TBRTRAIN_TITLEVI_DSOC	<a href="#">Title VI Training - DSOC</a>	
TBRTRAIN_TITLEVI_ETSU	<a href="#">Title VI Training - ETSU</a>	
TBRTRAIN_TITLEVI_JSCC	<a href="#">Title VI Training - JSCC</a>	
TBRTRAIN_TITLEVI_MSCC	<a href="#">Title VI Training - MSCC</a>	
TBRTRAIN_TITLEVI_MTSU	<a href="#">Title VI Training - MTSU</a>	
TBRTRAIN_TITLEVI_NESCC	<a href="#">Title VI Training - NESCC</a>	
TBRTRAIN_TITLEVI_NSCC	<a href="#">Title VI Training - NSCC</a>	
TBRTRAIN_TITLEVI_PSTCC	<a href="#">Title VI Training - PSTCC</a>	
TBRTRAIN_TITLEVI_RSCC	<a href="#">Title VI Training - RSCC</a>	
TBRTRAIN_TITLEVI_STCC	<a href="#">Title VI Training - Southwest</a>	

5. You will see a Description box. Click on the “Register” button.



Home

Instructions	Description
<ul style="list-style-type: none"> <li>Click <b>Register</b> to proceed to the registration form</li> <li>This page allows you to view information about a course offering you are eligible to self-register in.</li> </ul>	<p><a href="#">Course Offering List</a> &gt; <b>Course Offering Description</b></p> <p><b>Step 1: View Course Offering Information</b></p> <p><b>Course Offering Name:</b> Title VI Training - MTSU  <b>Course Offering Code:</b> TBRTRAIN_TITLEVI_MTSU  <b>Description:</b></p> <p>Cancel <span style="float: right;">Register</span></p>

6. A Registration Form box will appear. Complete the form and click the “Submit” button.

**Instructions**

- ▶ Click **Submit** to proceed to the confirmation page.
- ▶ Fields marked with a red \* must be filled out to submit the form.
- ▶ Fill in the information requested in the form.

**Registration Form**

[Course Offering List](#) > [Course Offering Description](#) > **Registration Form**

**Step 2: Enter Registration Information**

Required fields are marked with a \*

\* **First Name:** Janet

\* **Last Name:** Doe

\* **Email:** Janet.Doe@mtsu.edu

[Back](#) [Submit](#)

7. A confirmation page appears. Click on the “Finish” button.

**Instructions**

- ▶ Click **Finish** to complete the registration.
- ▶ Click **Back** to return to the Registration form and edit your information.
- ▶ Confirm that the data you entered on the previous screen is correct.

**Confirmation**

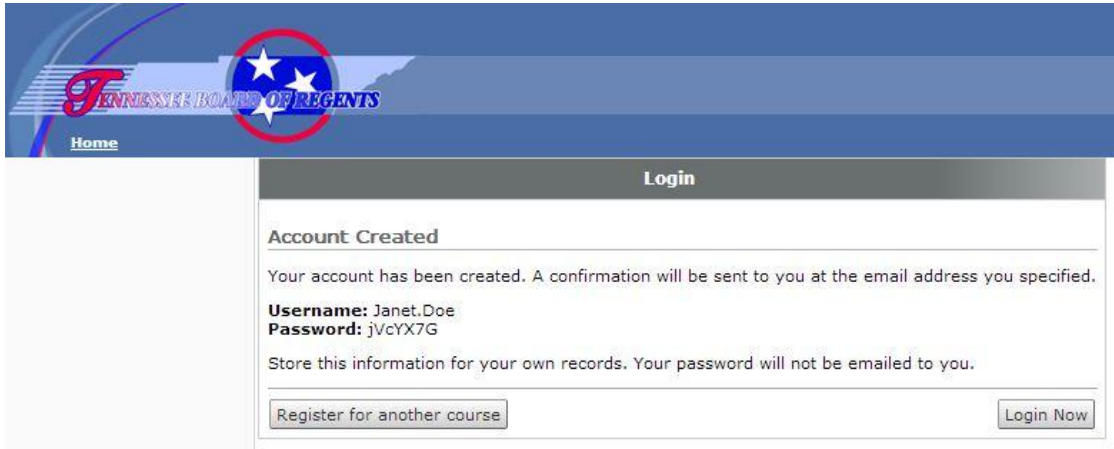
[Course Offering List](#) > [Course Offering Description](#) > [Registration Form](#) > **Confirmation**

**Step 3: Confirmation**

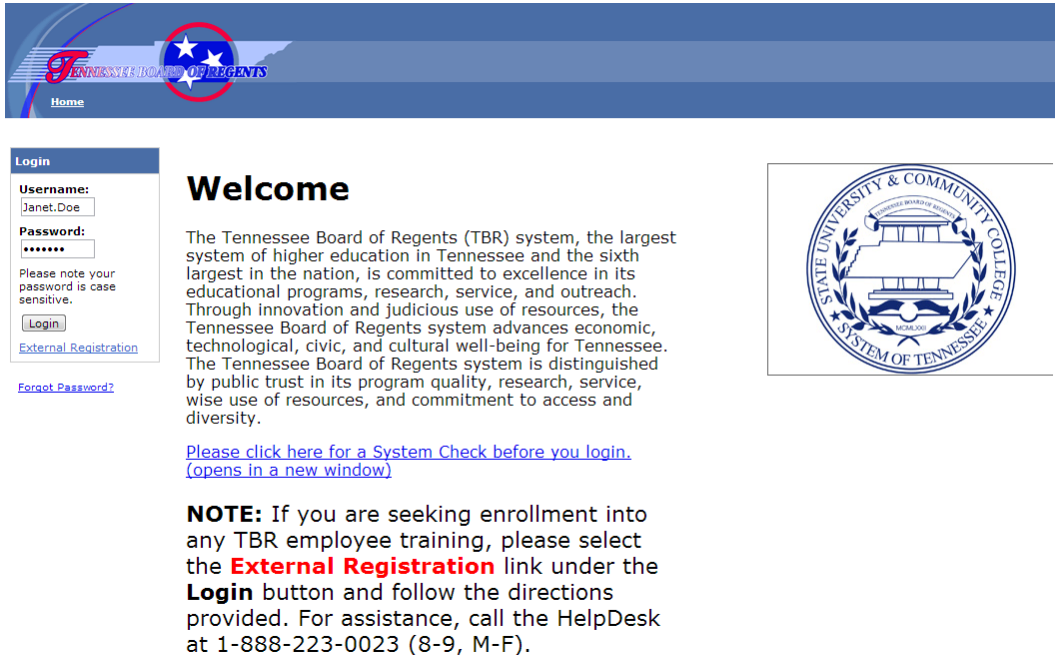
First Name: Janet  
Last Name: Doe  
Email: Janet.Doe@mtsu.edu

[Back](#) [Finish](#)

8. Your Login page will reappear with your account information. Print the screen with your password and save in a secure location.




9. Return to the Tennessee Board of Regents [D2L](#) page and login with your username and password.



10. Once you have logged in, you will be taken to TBRs D2L page. Click on the Title VI Training-MTSU link, listed in the section title "My Tennessee Board of Regents."

**Welcome Box**



**Welcome,**  
Janet Doe

[Preferences](#)  
[Change Password](#)  
[Homepage](#)  
[Locker](#)

**Updates**

25 Unread Discussion Messages

**Events**

Today  
No events

Upcoming  
No events

**News**

**Welcome to RODP Conversion Training**

This is an announcement posted by the RODP staff to welcome RODP faculty to this training session. News or announcements placed in this "News" widget are posted by the organizational administrators. Inside the course, faculty will be able to create similar announcements.

**My Tennessee Board of Regents Courses**

TBR

- Title VI Training - MTSU

11. You will see the following page with instructions on how to use the TBRs Title VI Training.

My Home

**Title VI Training - MTSU**

**TENNESSEE BOARD OF REGENTS**  
STATE UNIVERSITY & COMMUNITY COLLEGE SYSTEM OF TENNESSEE

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Course Home | Course Content | Assessments | Grades

**How to Get Started**

To start your course, click on the link to "Course Content" in the navigation bar above.

Also, be sure to read the "News" items that your instructor has posted in the main area in the center of this page.

Read News Here →

**News**

**Course Coordinator**  
Posted Feb 23, 2012 11:04 AM

**Ms. Barbara Patton**  
**Director, Equal Opportunity/Affirmative Action**  
Middle Tennessee State University  
Email: [blpatton@mtsu.edu](mailto:blpatton@mtsu.edu)  
Telephone: 615-898-2185

**Title VI Training**

**Welcome**

Thank you for joining the Tennessee Board of Regents. You have reached the Title VI Training Course required to be taken by all TBR employees. This course consists of a series of Modules and topics plus a Final Assessment. Progress from one page to the next using the navigation arrows provided for you:

[Edit Course](#) | [Surveys](#) | [Logout](#)  
[Back to Table of Contents](#)

Navigation Arrows →

You are required to read each page and all of its contents in order to reach the Final Assessment. The Final Assessment is not timed, but you will have only three attempts to complete it. You must register a passing score of at least 70 on one of the attempts. If you do not pass the Final Assessment within three attempts you will have to wait 24 hours before attempting to take the Final Assessment again.

Once you pass the Final Assessment your Human Resources office will receive notification of your success.

**If you have any questions, please contact:  
Middle Tennessee State University's Office of Equity & Compliance at 615-898-2185**