

**To: All Full-time Employees**

**Re: Instructions for Completing Outside Employment through Blackboard**

Outside Employment reporting is completed online through the University's Blackboard System. All full-time faculty and staff can access Blackboard 301007, Outside Employment Policy, HR, section 01, 02, 03 or 04.

**\*BEFORE ACCESSING THE BLACKBOARD PROGRAM, PLEASE CHECK TO MAKE SURE THAT BLACKBOARD HAS BEEN ADDED TO YOUR TRUSTED SITES.**

Additionally, if you have INTERNET EXPLORER 8, when asked if you want to view webpage content that was delivered securely, YOU MUST SELECT "NO." If you have any questions on how to accomplish these items, please call extension 5771. Following these tips in advance will enhance and facilitate your Blackboard program experience.

**STEP BY STEP INSTRUCTIONS:**

1. Click on the Blackboard link located on the bottom of the Southeastern Home Page.



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2. On the side of the page, click the "User Login" button
3. Enter your user name (W#, including the W) and your email password. Click Login
4. In the center panel under "**Courses in which you are enrolled**", click on the course title 301007, Outside Employment Policy, HR. For example, the number 01 represents the section in which you are enrolled  
  
Example: 301007\_01: Outside Employment Policy, HR sec 01
5. Click on each of the first three items on the left side of the page to read that information.
6. Click the menu item "Disclosure of Outside Employment Policy".
7. If you do not have outside employment, follow the instructions under DO NOT HAVE OUTSIDE EMPLOYMENT.
8. If you do have outside employment, follow the instructions under DO HAVE OUTSIDE EMPLOYMENT.
9. When you have completed the appropriate process, you may log out of Blackboard.

If you have any questions regarding completing the form, please call Rissie Cook at (985) 549-2347. If you have any questions regarding accessing the form, please call Jan Ortego at (985) 549-5771.