Introduction

Complete the following steps to access and complete the Public Jobs-Private Data course on D2L Brightspace.

- **Technical questions**: Contact support@mnstate.edu or call 218-477-2603.
- **Questions about the Public Jobs-Private Data content**: Contact Human Resources at 218-477-2157.

Log onto D2L Brightspace

1. Go to the [D2L Brightspace Login page](https://mnstate.ims.mnscu.edu)

2. StarID: Enter your StarID (e.g., ab1234cd).

3. Password: Enter your StarID password.

4. Click [Login].
Access the course in D2L

1. Look for the “My Courses” heading and, if necessary, click the Student tab from the Role options.

   ![Image](image1.png)

   Click the arrow. Select ‘Student.’

2. If necessary, click the down arrow button to expand the list for Training.

   ![Image](image2.png)

   Click arrow to expand list.

3. Click Public Jobs – Private Data.

   ![Image](image3.png)

   Public Jobs Private Data

Complete the course materials

1. Read the Chancellor’s message in the “News” section on the Course Home page.

2. Click on the link Click here to START Course 1.

   ![Image](image4.png)

   Thank you for reading the Chancellor’s message. Click here to START Course 1
3. Read the course contents.

4. Use the Previous and Next buttons in the upper right corner to navigate through the course contents.

You can also use the bread crumbs to navigate to the Table of Contents to find specific sections.

Course Completion and Sign-off

Once you complete reading each section, you will come to the “Course Completion” page.

1. Click the Next button to continue to the Sign-off “quiz.”
   Note: This is a course sign-off, not a graded quiz.

2. Click the Start Quiz! button at the bottom of the page.
3. Click [OK] when you receive the confirmation pop-up window.

4. Complete the quiz by following these steps:
   a. Click the following option button: **I have reviewed the material in Course ____**.
   b. Click [Save].
   c. Click [Go to Submit Quiz].

5. When the Quiz Submission Confirmation screen appears, click [Submit Quiz].

6. When the Confirmation window opens, click [Yes, submit quiz].
7. Click [Close].

8. Click the name of the course, **Public Jobs Private Data**, on the upper red mini-bar to return to the Course Home.

9. Repeat the process to review the remaining sections and submit the Completion Sign-off Form for each course lesson.

   Note: Depending on your role at the university, you may not be required to complete all course lessons.
# Frequently Asked Questions

<table>
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<tr>
<th>Question</th>
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| Why am I unable to log onto D2L Brightspace? | 1. Go to the [D2L Brightspace Login page](https://mnstate.ims.mnscu.edu). 2. Enter your Star ID Username and Password.  
Don’t know your Star ID username and password? Go to the [StarID page](http://www.mnstate.edu/starid/) |
| Why am I unable to find the course on D2L Brightspace? | 1. Click the Student tab. 2. Click the down arrow button, if necessary, to expand the Training list. 3. Click the course name link. |
| I thought I had completed the course so why am receiving reminders that I did not? | Did you complete and submit all seven (7) Sign-off Forms?  
To check your sign-off completion, click **ASSESSMENTS** and select Grades from the top navigation bar.  
A Points value of “0 / 1” indicates that section is not complete.  
To complete the section, start the course again, review any content that you may have missed, and complete the sign-off for that section. |
| Why am I being asked to take these courses? | Contact the Human Resources Department at 218-477-2157 for questions about the mandatory courses. |
| I have questions or would like assistance while taking the course. Who can I contact? | **Technical questions**: Contact the IT Helpdesk via:  
- E-mail: support@mnstate.edu  
- Phone: 218-477-2603  
- In person: visit the IT Helpdesk in the Library |