


# BLC and CE Directs: Tip Sheet

## Logging into the BLC

- User ID: BHS\Network Username
- Password: Network Password
- Forgot Password? Use the Password Reset Tool for LANID 

## Logging into CE Direct

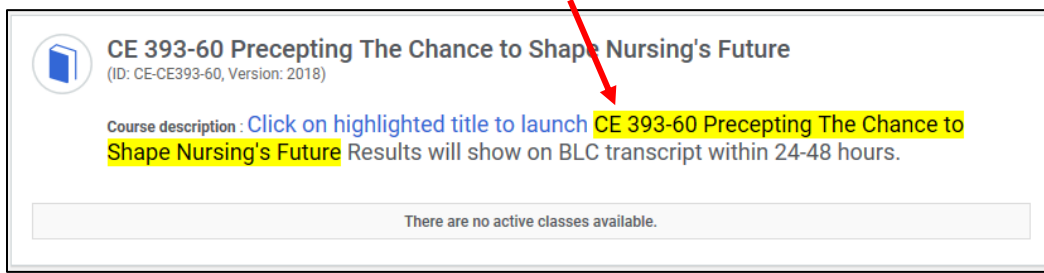
- User ID: Lawson
- Password (first time users): banner
- Forgot Password? Click on link. If unable to answer questions – reach out to your Educator.

## Accessing CE Direct Modules from the BLC

1. Click on the **blue Course Title**, DISREGARD “Pending Registration”, DON'T click View Classes.





2. Click on the highlighted title to launch the CE Direct Module.



3. Once you have completed the module/test, you will need to complete the survey at the end of the course in order to get credit for completion. You don't need to print out the certificate of completion at the end, just submit your survey responses.
4. BLC Course completion occurs 24-48 hours after you complete within CE Direct.

## Troubleshooting:

- Most modules in the BLC work better using Internet Explorer instead of Google Chrome.
- If a course won't open up or opens up to a Blank Screen – Make sure the pop-up blockers are **disabled** on your computer. If they are enabled, it prevents the new screen from opening up.
  - For **Internet Explorer** go to the  icon in the upper right hand corner of the screen then click on Tools→Internet Options→Privacy Tab→Uncheck Turn On Pop-up Blocker→Apply
  - For **Google Chrome** go to the  icon in the upper right hand corner of the screen and then click on Settings→Scroll down to “Show advanced settings”→In the Privacy section, click Content settings button→Pin the “Pop-ups” section, select “Allow all sites to show pop-ups”.
  - [Link](#) to turning off Pop-Up Blockers on various Internet Browsers.
- If the highlighted title to launch the CE Direct Module displays an error message, please email [BHEducatorsBLCAssignmentTeam@BannerHealth.com](mailto:BHEducatorsBLCAssignmentTeam@BannerHealth.com)