

School of Computer Science (Kilburn Building) Out-of-Hours Pass Test (2017-18 academic year)

Log into Blackboard. In the "My Communities" block:

UG students: click on the "CS-UG-Community" community space.

Click on the "Health and Safety Course and Out-of-Hours Pass Information" folder.

Complete the test called "Part 1: University of Manchester Health & Safety".

Complete the test called "Part 2: Health & Safety within the School of Computer Science".

WHEN YOU HAVE PASSED BOTH TESTS and have confirmed that you have completed them, the "Out of Hours Access" folder will appear.

Click on the "Out of Hours Access" folder, read through the guidance document, and complete the "Out-Of-Hours-Pass Test": you need to score **100%** to successfully complete it.

When you have scored **100%** on the Out-of-Hours Pass Test, a link called "Out-of-Hours Completion Confirmation" will appear.

Click on this "Out-of-Hours Completion Confirmation" link, and a confirmation screen will appear.

Take this confirmation screen (either print it out, or show it on an electronic device) **and** your University of Manchester student ID card to the Student Support Office (SSO, room LF21) **between 10.00am and 4.00pm Monday – Friday**. After visiting SSO, you will receive a confirmation email showing the times during which you are allowed out-of-hours access to the Kilburn Building.

IMPORTANT NOTE:

There is **a delay of one working day** before you can use your ID card for swipe access to the Kilburn Building outside normal hours; however, during this period you can still gain out-of-hours access by showing your ID card to a staff member on duty at the Kilburn Building side entrance.

Out-of-Hours access is only available with a valid University of Manchester ID card during the times listed in the confirmation email which you receive when your Pass has been issued.