<u>**Genius and Blackboard Help Guide**</u>

This guide provides instructions on how to log into the LETA's new Records Management System (RMS), Genius.

<u>Login Requirements</u>

To access Genius, you will need your NDGOV user ID and password. For example, *userid@nd.gov*. Every sworn officer receives this information when applying for their CJIS account. The email linked to your Genius account will be your department email.

<u>Regular NDGOV Email Users</u>

If you use an @nd.gov email regularly, you should be able to log in by simply clicking the **NDGOV SSO** button on the Genius welcome page. No need to enter a username or password – it will automatically sign you in using Single Sign-On (SSO).

<u>Non-Regular NDGOV Email Users</u>

If you don't regularly use your *@nd.gov* email account with your department, you will need to make sure you are signed in to your NDGOV account before accessing Genius. Here are two ways to manage this:

1. **Switching Between Accounts in Your Browser**
   - If you know how to switch between different Microsoft accounts, you can change to your *@nd.gov* account in your regular browser. Here's a quick guide:
     o In your browser, click on your profile icon (usually found in the upper-right corner).
     o Select **Sign Out** or **Sign in** with another account.
     o Enter your NDGOV credentials to switch accounts.

2. **Using a Private or Incognito Browser Window**
   - If switching accounts seems complicated or you encounter issues, it may be easier to log in using a private (incognito) window. This method doesn't save cookies or previous account sessions, allowing you to start fresh and log in directly with your NDGOV credentials.

   To open an incognito window:

   - **Google Chrome**: Click on the three dots in the top-right corner and select New Incognito Window.
   - **Microsoft Edge**: Click on the three dots and select New InPrivate Window.
   - **Mozilla Firefox**: Click on the three lines and select New Private Window.

Once in a private/incognito window, navigate to Genius, click **NDGOV SSO**, and you will be prompted to enter your NDGOV credentials without any conflict from previous accounts.

<u>Important Login Notes</u>

Do not enter a username or password on the Genius login screen. Simply click the **NDGOV SSO** button, which will automatically sign you in if you are already using your NDGOV account or prompt you to enter your NDGOV credentials if not.

The Sign In button on the Genius login page is only for users with a separate Genius-specific username and password (these are different from NDGOV credentials). Make sure to use the **NDGOV SSO** button for seamless access.

Resetting Your NDGOV Password

If you need to reset your NDGOV password, please contact **ND ITD at 701-328-4470** for assistance. Please reach out to Lt. Adrian Martinez (amartine@nd.gov) if problems still persist after resetting your password with ND ITD.

Accessing Courses in Genius

Once logged in, you will be taken to your Genius learning dashboard. Here, you'll see all the courses you are enrolled in. If a course uses our new Learning Management System (LMS), Blackboard, you will automatically be transferred to Blackboard when you click on the course.

Login Help:

Genius login link: https://ndleta.geniussis.com/PublicWelcome.aspx

1.   **Click on the NDGOV SSO button only!**
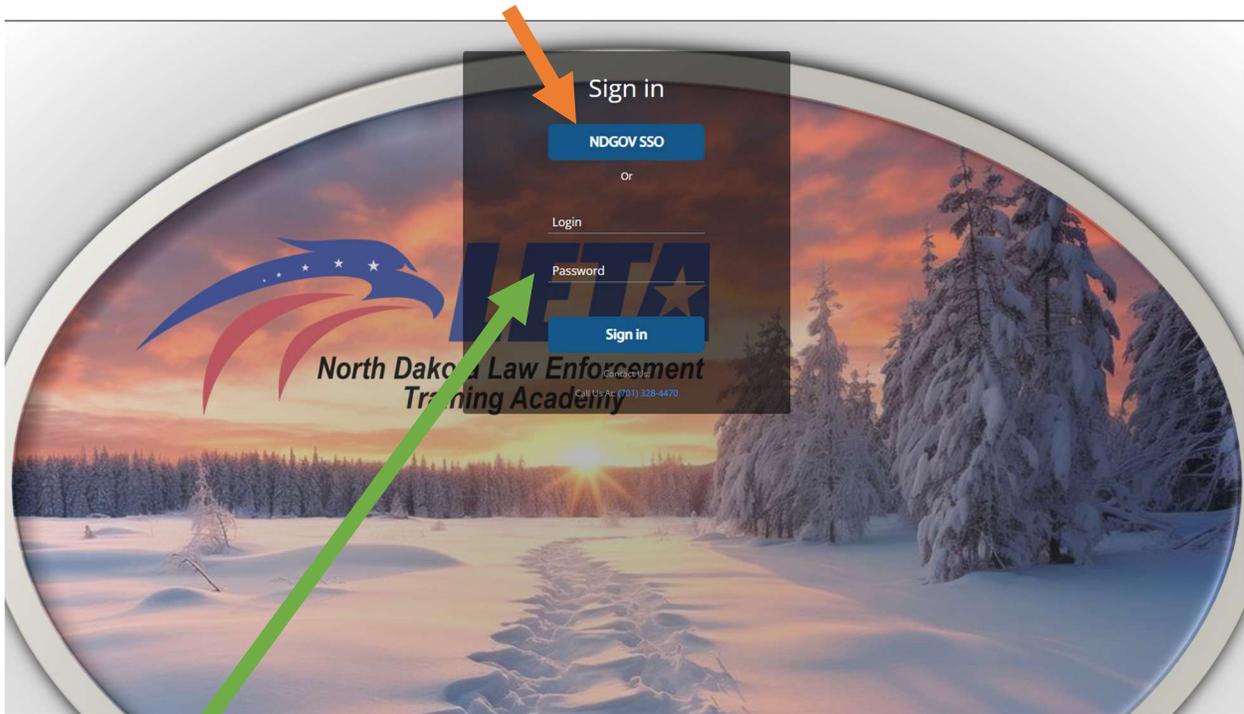
REMEMBER: Your NDGOV user ID and password will not work by entering the information in the provided spaces.

2. Enter your NDGOV user ID.
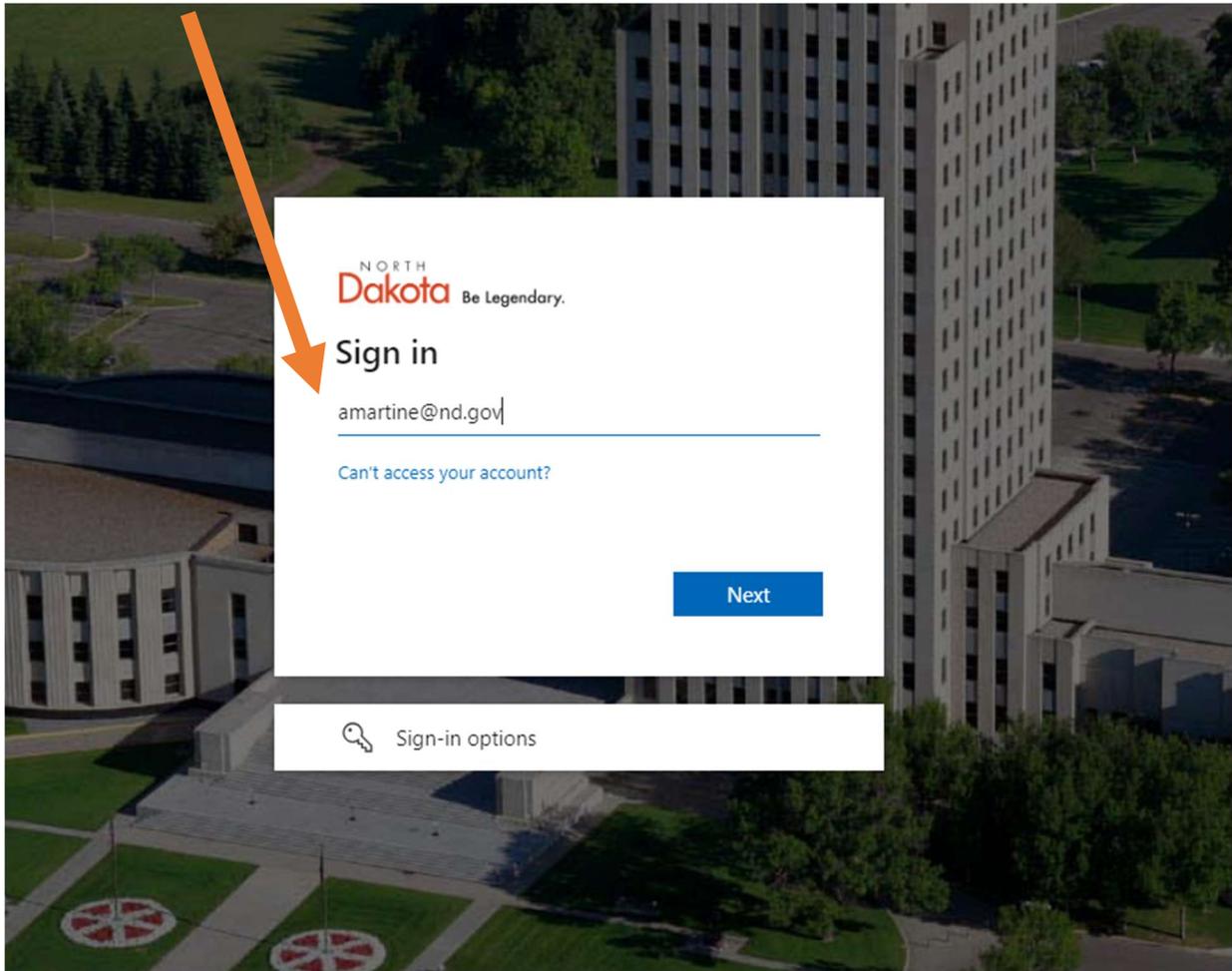
3. Enter your NDGOV password. Remember: If you need a PW reset, please call ND ITD at 701-328-4470.
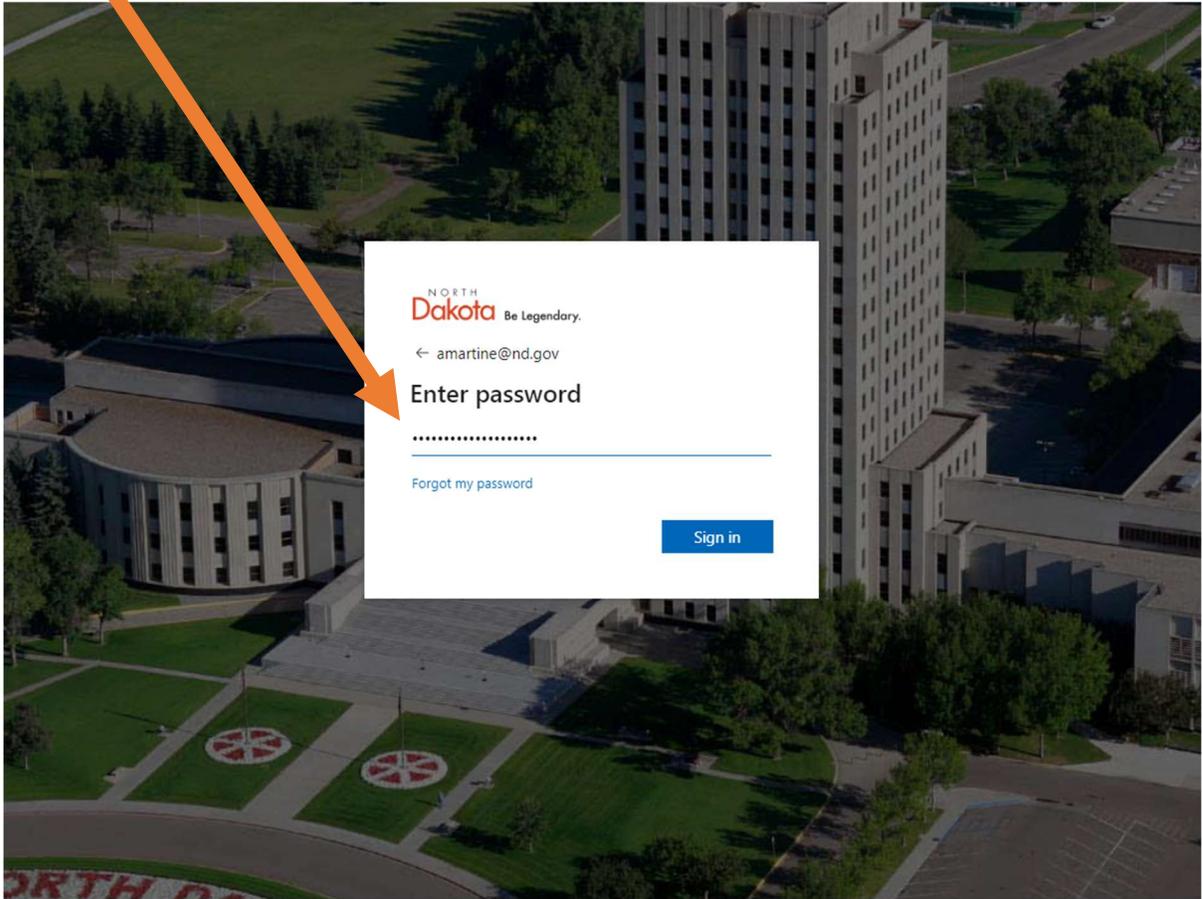
4. It may ask you to authenticate. After this, it will ask if you want to stay signed in. Click yes or no based on your preference.
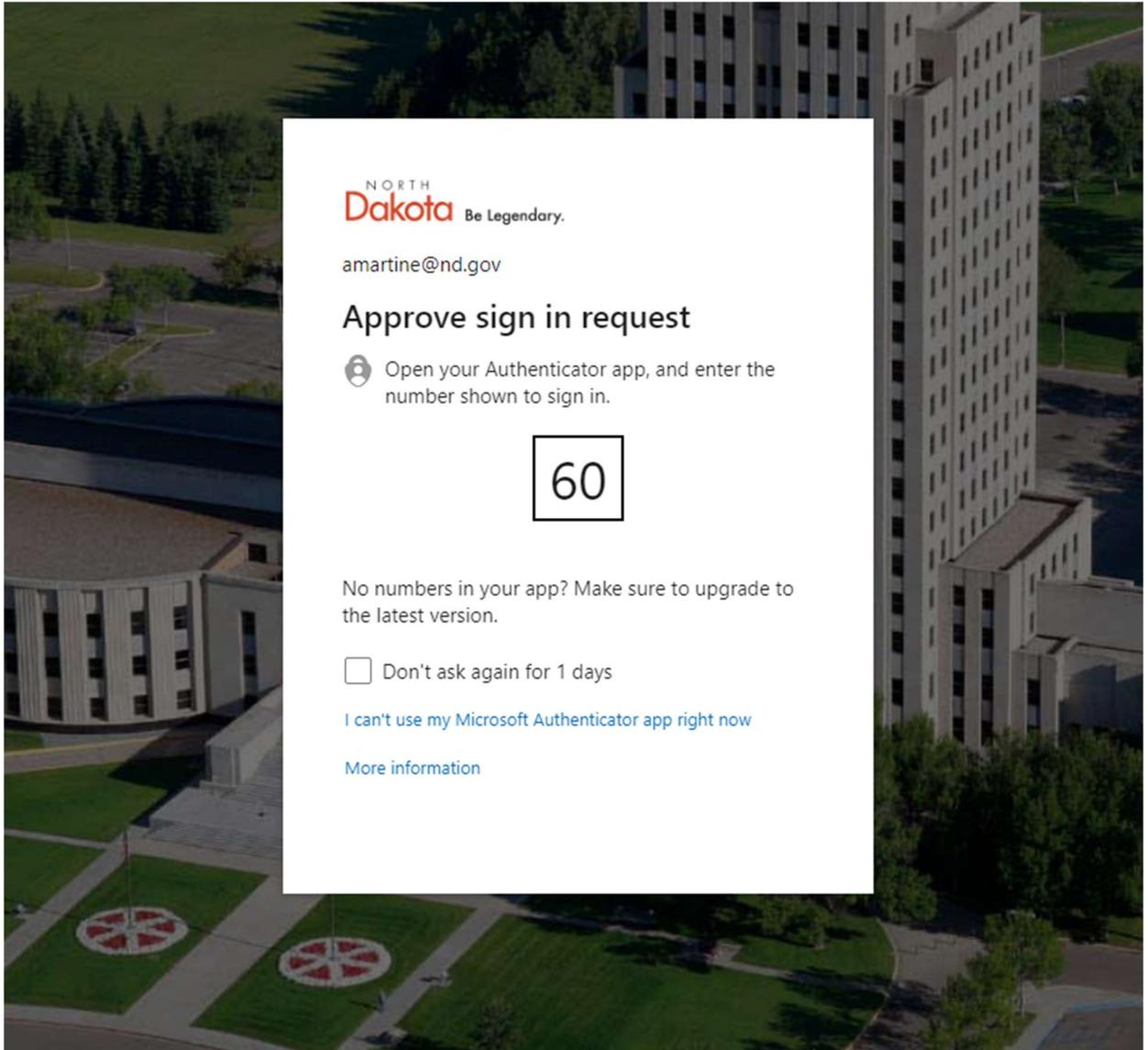
5. After authenticating, it will take you into your Genius Dashboard

Lt. Adrian Martinez
Logged in as Learner

Logout
Learner ▾

- Dashboard
- Message Center `22`
- Course Catalog
- Request Credit
- Request Drop
- Print Transcript
- External Files
- Academic Snapshot
- Make a payment
- Help
- Edit Account
- MFA
- Go to LMS

Logo for North Dakota Law Enforcement Training Academy

Dashboard

Active Courses | Pending Courses | Completed Courses

Last synced about 10 hours ago
↻ Sync Data

Thoughts on the New Dashboard? **Share Feedback**   New Dashboard ◉

Body Worn Camera 101

COURSE DATES
Aug 28, 2024 - Sep 27, 2024

GRADE | INSTRUCTOR
0% | Lt. Adrian Marti...

COURSE IN PROGRESS

Not Available Online

Emergency Medical Responder Skills Training

COURSE DATES
Sep 2, 2024 - Sep 27, 2024

GRADE | INSTRUCTOR
0% | Lt. Adrian Marti...

COURSE IN PROGRESS

Not Available Online

Taser Refresher

COURSE DATES
Aug 28, 2024 - Aug 28, 2024

GRADE | INSTRUCTOR
0% | Lt. Adrian Marti...

COURSE IN PROGRESS

Go to Course