

# Self-Enroll into a Course or Organization

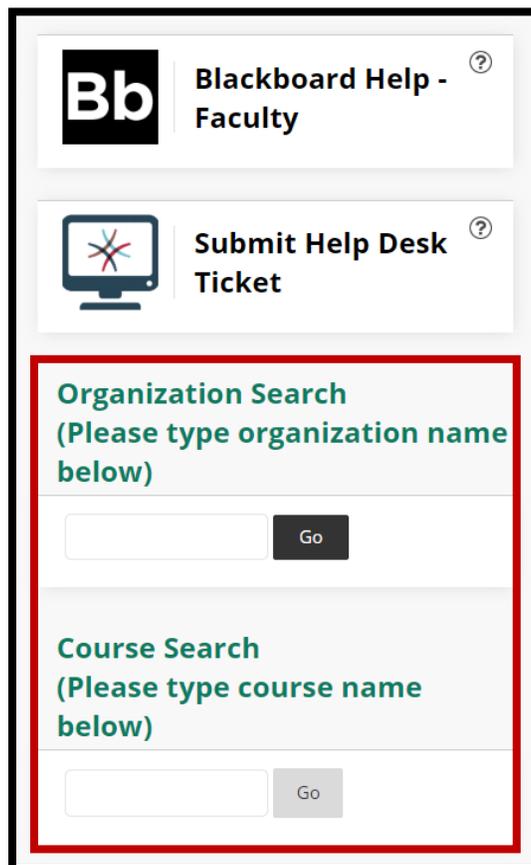
(for courses set up for self-enrollment)

1. Log into Blackboard. Choose your group (*Faculty or Student*), then click on the appropriate tab the top of the page.

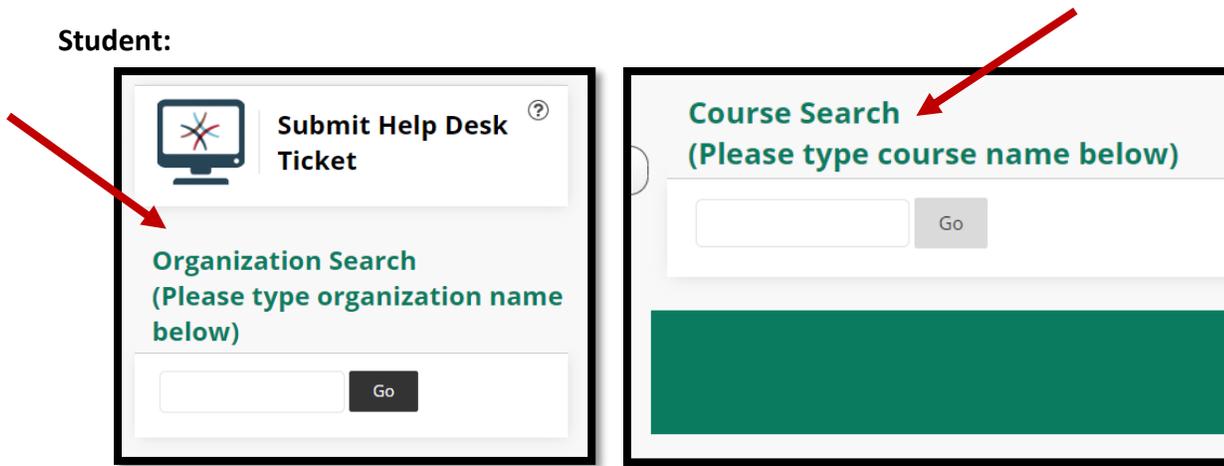


2. Click inside the text field under **Course Search** or **Organization Search**. Faculty, these fields are to the right side of the screen. Students, Organization Search is to the right side of the screen, Course Search is at the bottom of the page, just above the large green bar.

**Faculty:**



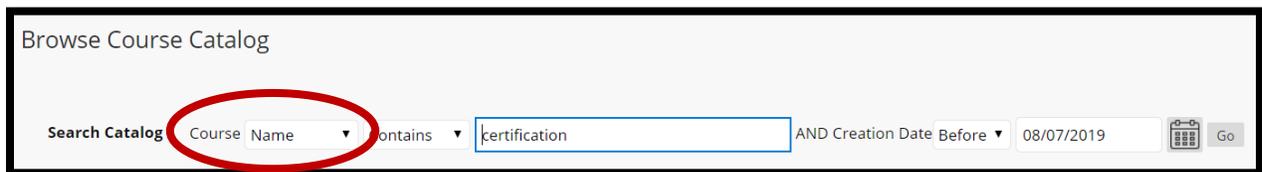
**Student:**



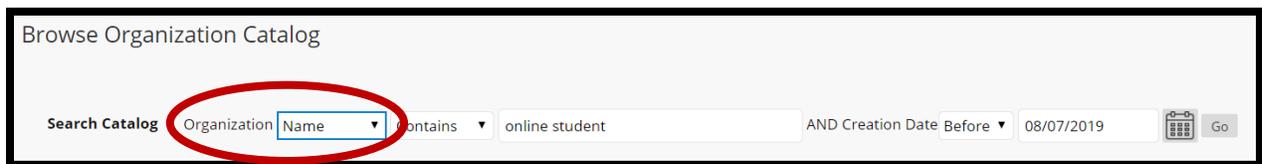
3. Type keyword(s) into the text field. You don't need the entire course or organization name, just choose a few of the most descriptive words in the title. All courses/organizations whose titles contain your keywords will appear in the results list.

4. If the course or organization you want doesn't appear on the list, try using the dropdown menu next to **Course** or **Organization** and choosing another criteria.

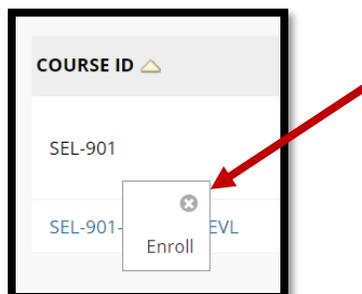
For courses, you can search on ID, Name, Description, Instructor, or Term.



For organizations, you can search on ID, Name, Description, Leader, or Term.



5. Once the system finds the course or organization you want, mouse over the Course ID or Organization ID link. A small gray arrow will appear to the right of the ID. Click the **arrow**, and a small menu will appear. Click **Enroll**.



6. On the Self Enrollment page, enter the Access Code into the text field, if required. Click the **Submit** button.

Self Enrollment

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**ENROLL IN COURSE: FACULTY CERTIFICATION PROGRAM FOR TEACHING DISTANCE EDUCATION COURSES (SEL-901)**

Instructor: Courtney Mitchell, David Sanchez, Mark Eulo, Shelley Scott-Johnson, Lateef Gibson, Instructor ReadSpeaker, Rhea Jones, Jose Sanchez, Mark Eulo

Description:

Categories: Education:Online Teaching and Learning

*This course requires an enrollment access code from the instructor. Enter the enrollment access code and click **Submit** to enroll.*

Access Code

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*Click **Submit** to proceed.*

Cancel **Submit**