

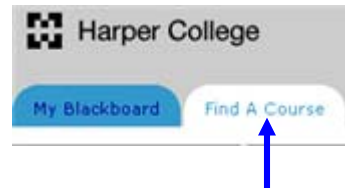
Blackboard Self-Enrollment Process

1. Log into Blackboard

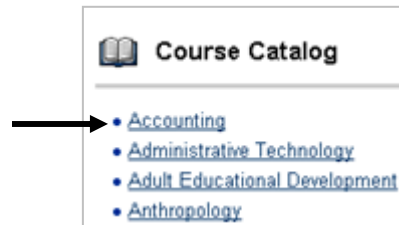


Username:
Younamegoeshere
Password:
●●●●●●●●

2. Click on the *find a course* tab that is located on the top-left corner of the screen. A new window should open.



3. Scroll down the *Course Catalog* on the right of the screen to find the academic department that is most likely to contain the desired course. (For this example we will use accounting.)



- 3.1. Click on the appropriate hyperlink. A new screen should open.

4. Browse through the course listings and locate the desired course.



5. Click on the enrollment button to the right of the course description. (Do not click on the course selection link.)

- 5.1. If a screen appears asking for an *Access Code*, type the code in the text box, then proceed with step 6.

- 5.2. If the course is not access code restricted then proceed with step 6.



This course requires an enrollment access code from the instructor. Enter the enrollment

Access Code

6. Click on the *Submit* button.



7. Click on the OK button.

