How to Self-Enrol on an Organisation as a Student in Blackboard

This help guide will explain how you can self-enrol on an organisation.

Please note: Chrome is the recommended browser for using Blackboard

IE (Internet explorer) is not supported

1. Login to Blackboard and click on Institution Page.

2. Click on Student Organisation Self-Enrol.

3. Click on Search for Organisation.

If you know the Organisation ID select Organisation ID in the dropdown box.
4 If you know the Organisation Name select Organisation Name in the dropdown box.

5 Type the Organisation ID or Organisation Name into the search box and click Go.

   In this example 'law webcasts' has been used.

6 A Organisation list will appear. Click the tick box next to your organisation you want to self-enrol on

7 Click Submit.

8 You will get an Enrolment Confirmation Message. Click OK.

9 Click on the Organisations menu item in Blackboard to access the Organisation.
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