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. Scroll down to Student Guides and Support click on Show all.

3. Click on Student Organisation Self-Enrol
4 Click on **Search for Organisation**.

If you know the Organisation ID select **Organisation ID** in the dropdown box.

5 If you know the Organisation Name select **Organisation Name** in the dropdown box.

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

   In this example 'law webcasts' has been used.

7 An Organisation list will appear. Click the radio button next to the organisation you want to self-enrol on

8 Click **Submit**.
9 You will get an Enrolment Confirmation Message.

Click OK.

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

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