

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

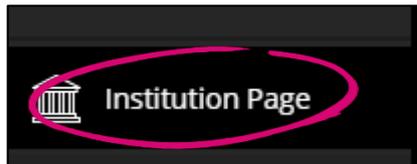


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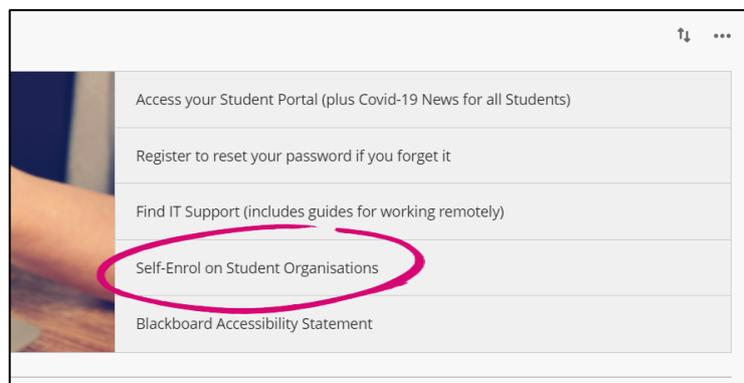
This help guide will explain how you can self-enrol on a Blackboard Organisation.

Please note: Chrome is the recommended browser for using Blackboard

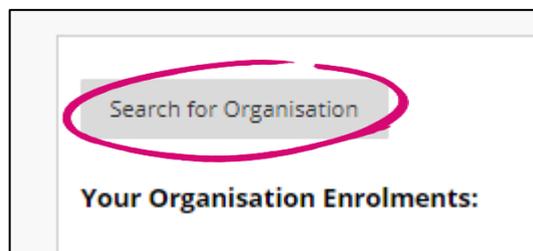
- 1 Login to Blackboard and click on **Institution Page**.



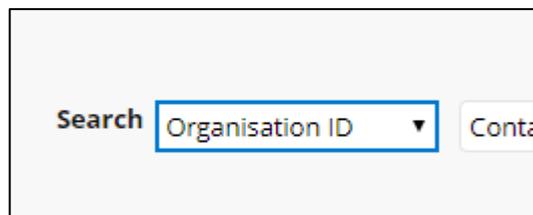
- 2 Scroll down to **Really Useful Links for all students** click on **Self-Enrol on Student Organisations**.



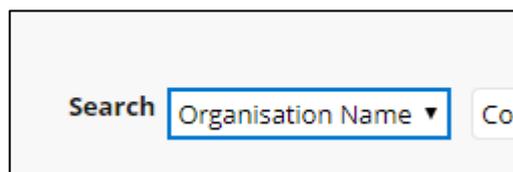
- 3 Click on **Search for Organisation**.



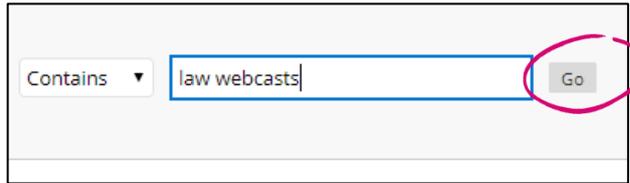
If you know the Organisation ID select **Organisation ID** in the dropdown box.



- 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**.



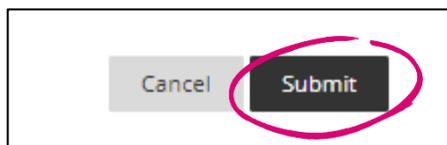
In this example 'law webcasts' has been used.

- 6 An Organisation list will appear.



Click the radio button next to the organisation you want to self-enrol on.

- 7 Click **Submit**.

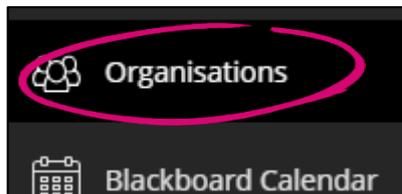


- 8 You will get an Enrolment Confirmation Message.



Click **OK**.

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

A black banner with white text. On the left, a white circle contains the number '24' above the word 'HOURS'. To the right, the text reads 'IT SUPPORT – AVAILABLE 24 HOURS, 7 DAYS A WEEK'. Below this, there are two lines of text: 'Online northumbria.ac.uk/StudentIT' and 'Chat northumbria.ac.uk/itchat'.