

How to self-enrol on an organisation as a student in Blackboard



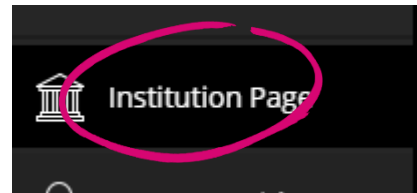
Northumbria University
NEWCASTLE

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

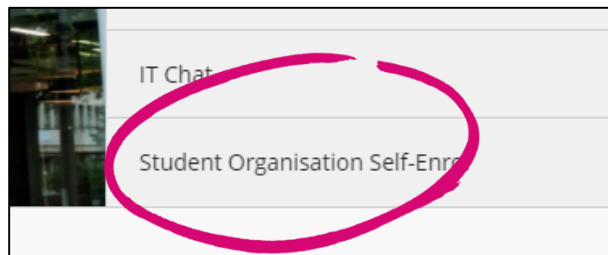
Please note: Chrome is the recommended browser for using Blackboard

IE (Internet explorer) is not supported

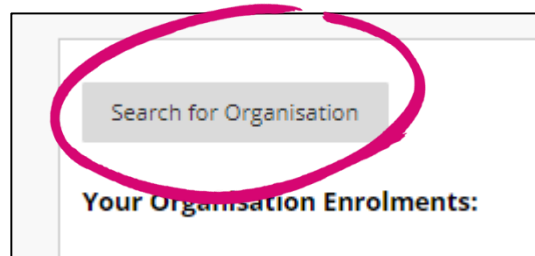
- 1** Login to Blackboard and click on **Institution Page**.



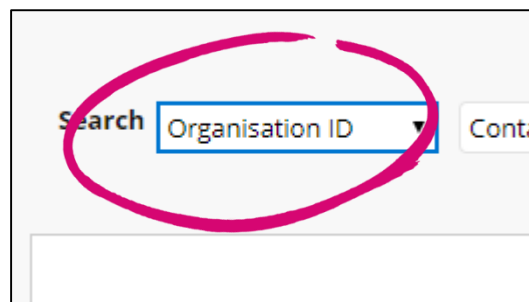
- 2** Click on Student **Organisation Self-Enrol**.



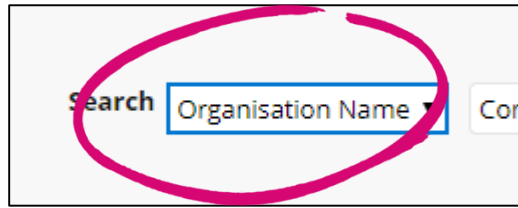
- 3** Click on **Search for Organisation**.



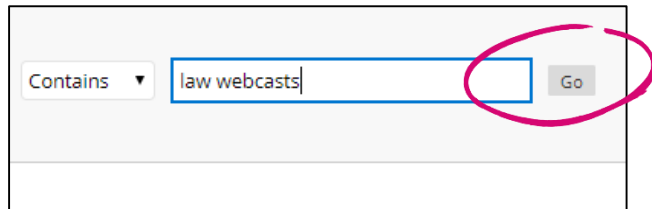
If you know the Organisation ID select **Organisation ID** in the dropdown box.



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

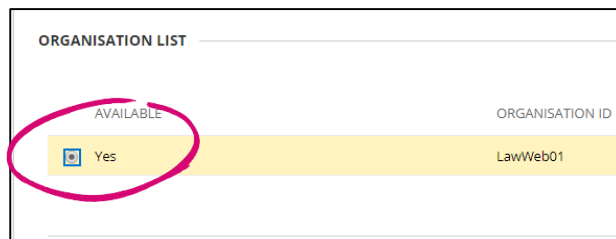


- 5** Type the Organisation ID or Organisation Name into the search box and click **Go**.

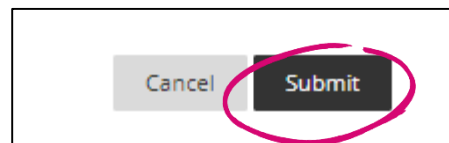


In this example 'law webcasts' has been used.

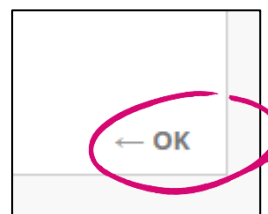
- 6** A Organisation list will appear. Click the tick box next to your organisation you want to self-enrol on



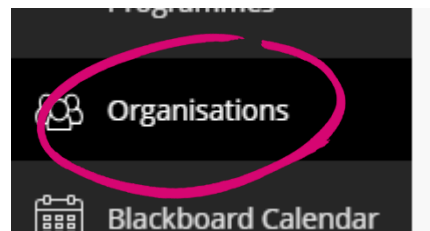
- 7** Click **Submit**.



- 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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