BLACKBOARD: Organization Self-Enrollment

There are 2 ways that a student can self-enroll into an Organization.

Step 1:
To self-enroll into an Organization that appears in a folder in the “Organization Catalog” module perform the following steps:

1. Log into blackboard with your user account information:

2. Click on the “Community” tab

3. Select on the link to the folder to locate your organization in the “Organization Catalog” module. Notice: unless the organization is part of an Academic Administrative initiative, most departmental organizations will appear in the “General Academic Communities” folder.

   (Notice: Organizations that are part of a specific community can be located under the folder associated with the organization – i.e. LIU Promise, Residence Life, etc.).
4. Upon selecting the appropriate folder, locate the organization and click on the drop-down chevron to the right of the organization name to self-enroll.

5. You’ll be prompt to enter an access code and submit.

6. You should receive a notification that you have successfully enrolled into the course if done correctly.
7. Upon clicking the “OK” button go back to the “Community” tab and the organization link will appear in the “Community Module” once you have successfully self-enrolled.

<table>
<thead>
<tr>
<th>Community</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organizations where you are a Participant</td>
</tr>
<tr>
<td>Brooklyn Promise Workshop: Facilitator</td>
</tr>
<tr>
<td>Brooklyn: Student Life Office</td>
</tr>
<tr>
<td>Communication Sciences and Disorders - Test Prep Resources</td>
</tr>
<tr>
<td>Pharmacy Competency Management</td>
</tr>
</tbody>
</table>

Step 2:
If the Organization does not appear in the “Organization Catalog” module you may have to search for it. The steps to self-enroll into this course must do the following:

1. Log into bb with your user account information.
2. Go to the "Community" tab and type in the course information in the “Organization Search” window and click “Go". (See diagram below).

3. The Organization will be displayed when the “Browse Organization Catalog” window.
4. Click on the drop-down chevron next to the Organization name and select “Enroll”.

5. You’ll be prompt to enter an access code and submit.

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**ENROLL IN ORGANIZATION: INTERPROFESSIONAL EDUCATION PROJECT - OT, MPH, MSW (IEP)**

- Instructor: Michael Pizzari, Sheila Vakharia, Bojana Beric
- Description: Education:Higher Education
- This organization requires an enrollment access code from the instructor. Enter the enrollment access code and click Submit to enroll.
- Access Code

Click Submit to proceed. Click Cancel to go back.
6. You should receive a notification that you have successfully enrolled into the course if done correctly.

7. Upon clicking the “OK” button go back to the “Community” tab and the organization link will appear in the “Community Module” once you have successfully self-enrolled.

Congratulations!

Upon the completion of either step, you would have enrolled yourself into an Organization.