How to Self-enroll in the Employee EHS Training Course at UHCL

This tutorial will demonstrate how to add yourself as a student to the Online Financial Planning course. **NOTE:** Self-enroll is NOT used for any "regular" credit courses.

1. Begin by navigating to and logging into Blackboard at the following URL: https://uhcl.blackboard.com. You will log in with your regular Blackboard login information (PCLAB domain account).

2. Click [this link](https://uhcl.blackboard.com/ultra/courses/_13475_1/cl/outline) or paste the following into the address bar of your browser: https://uhcl.blackboard.com/ultra/courses/_13475_1/cl/outline

3. After logging in, you should see a page that says “User is not enrolled in course” at the top. Below that you will see some text that includes a link. Click the “Click here to enroll.” link.

4. After clicking “Click here to enroll.”, you will be taken to what looks like a course page, but will be told you don’t have access. On the left side where the Course menu would normally be, you will see a button with a plus sign that says Enroll. Click Enroll.
5. After clicking enroll, you will be taken to the Self Enrollment page. Confirm that it says you are enrolling in Employee EHS Training. Click Submit.

6. After clicking Submit, you should see a Success message with an OK button. Click OK to be taken back to the Employee EHS Training course.

7. You will then be logged into the course and can begin.