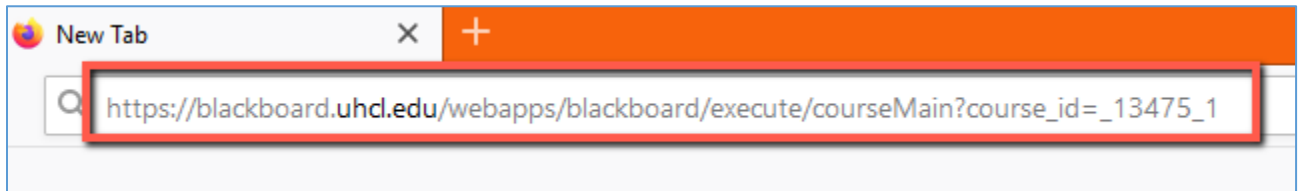


How to Self-enroll in the Employee EHS Training Workgroup at UHCL

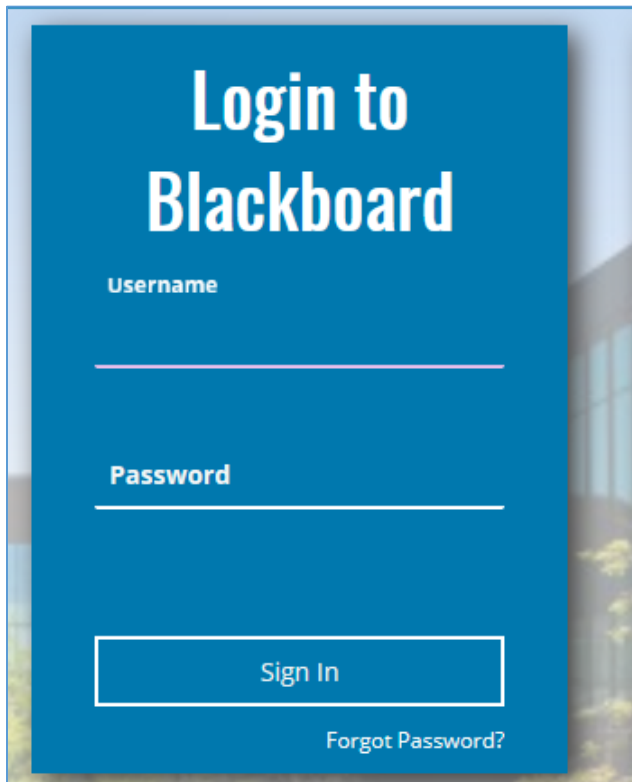
UHCL has several cases in which Blackboard is used to deliver and/or support non-credit classes, support campus committees, or to provide resources or training to various groups and users across the campus. We refer to these instances as Blackboard “workgroups.” Some workgroups enable users to self-enroll as Students. This tutorial will demonstrate how to locate the Employee EHS Training course with the self-enroll option and how to add yourself to it as a Student. **NOTE: Self-enroll is NOT used for any credit courses nor is it used for all workgroups.**

1. Click [this link](https://blackboard.uhcl.edu/webapps/blackboard/execute/courseMain?course_id=_13475_1) or paste the following into the address bar of your browser:

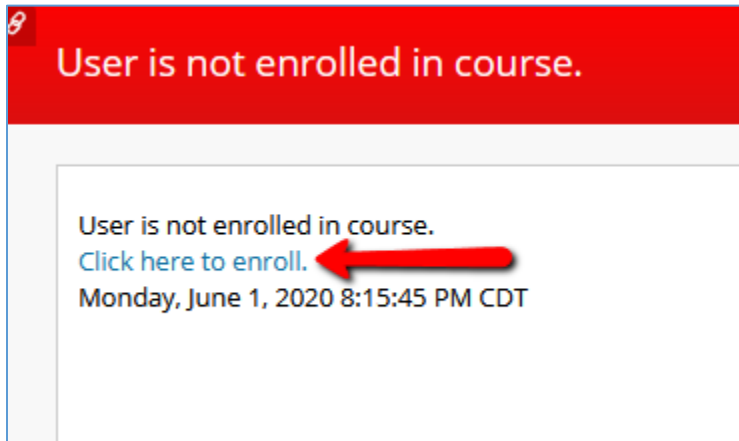
`https://blackboard.uhcl.edu/webapps/blackboard/execute/courseMain?course_id=_13475_1`



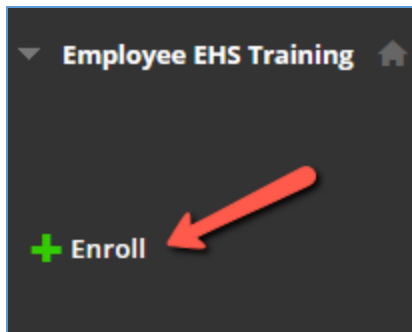
2. After clicking the link or pasting the URL into your browser’s address bar and pressing enter, you should be prompted to log in to Blackboard. You will log in with your regular Blackboard login information (PCLAB domain account).



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 the Employee EHS Training course. Click Submit.

ENROLL IN COURSE: EMPLOYEE EHS TRAINING (WRKGRP.EMPLOYEEEHSTRaining.COEN)


Instructor:
zzLisa zzCoen, zzRobert zzPhalen, Melissa Coen, Robert Phalen

Description:

Categories:
Education:Higher Education

*Click **Submit** to proceed.*

Cancel 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.

Success: zzray enrolled in Employee EHS Training (WRKGRP.EmployeeEHStraining.coen). Select **OK** to continue to the course.
Tuesday, August 11, 2020 9:33:39 PM CDT

← OK

