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 Blackboard Basic Training – Online 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. Log into Blackboard using your UHCL username and password (This is the same username and password used to log into any computer on the UHCL campus).

2. Click on the *Courses tab*.

3. Click *Browse Course Catalog*. 
4. Search for the course by Name, ID, Description, or Instructor, then click **Go**. For best results, select “ID” from the first drop down menu, and then enter the Course ID, TRAIN.bbonline2017.willisopalenik, in the search bar, then click **Go**.

![Course Catalog](image1)

5. Click on the Options Menu icon next to the course you want (mouse over the Course ID and the downward facing chevron should appear to the right of the course ID).

![Course Catalog](image2)

6. Click **Enroll**.

![Course Catalog](image3)
7. Read over the information about the course to make sure it is the correct course, then click **Submit**.

8. A success screen should appear. Click **OK** and you will enter the course.