# How to Self-enroll in the Online Student Blackboard 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. Before attempting to self-enroll, make sure that you know your UHCL username and password AND make sure that you have set up your DUO two-factor authentication (2FA) method.

2. Navigate to https://uhcl.blackboard.com and log in using your UHCL username and password.

3. At the Blackboard Courses screen (see example below), type or paste the following URL into the web address field at the top of your Blackboard window: https://uhcl.blackboard.com/ultra/courses/_11577_1/cl/outline
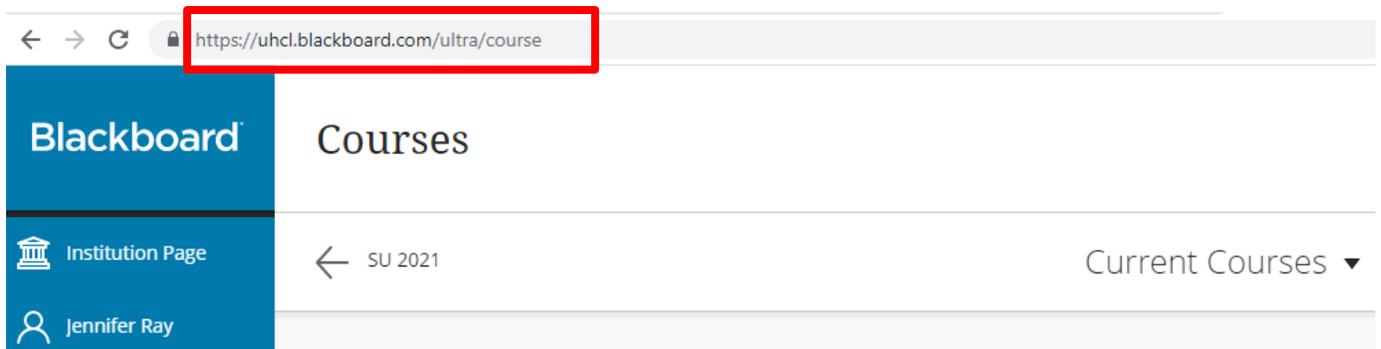

4. The URL/address field shown then look like the example below. Click Enter on your keyboard to continue.


5. You should then 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.
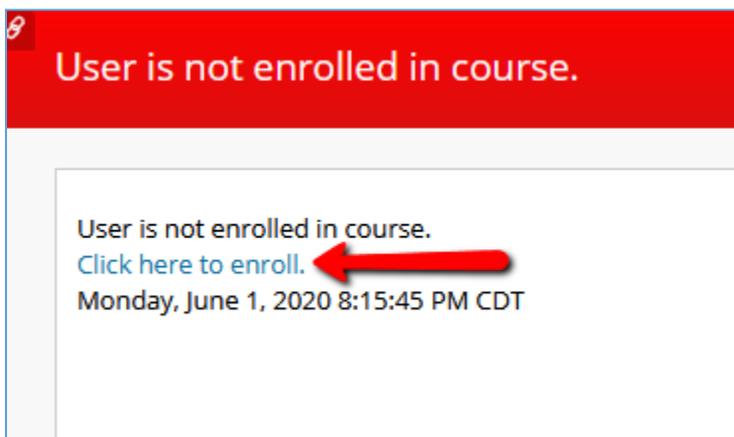
6. After clicking "Click here to enroll.", you will be taken to what looks like a course page, but will be told you don't have access. On the left side where the Course menu would normally be, you will see a button with a plus sign that says Enroll. Click the Enroll link to continue.
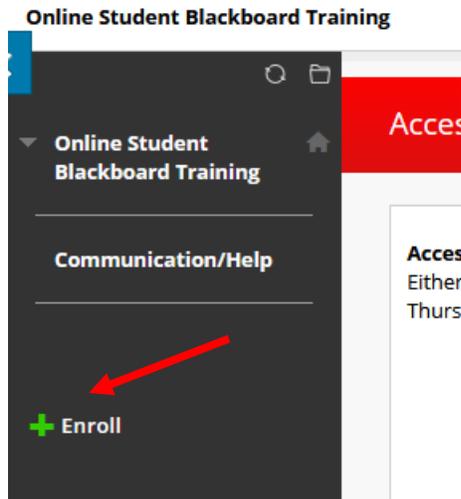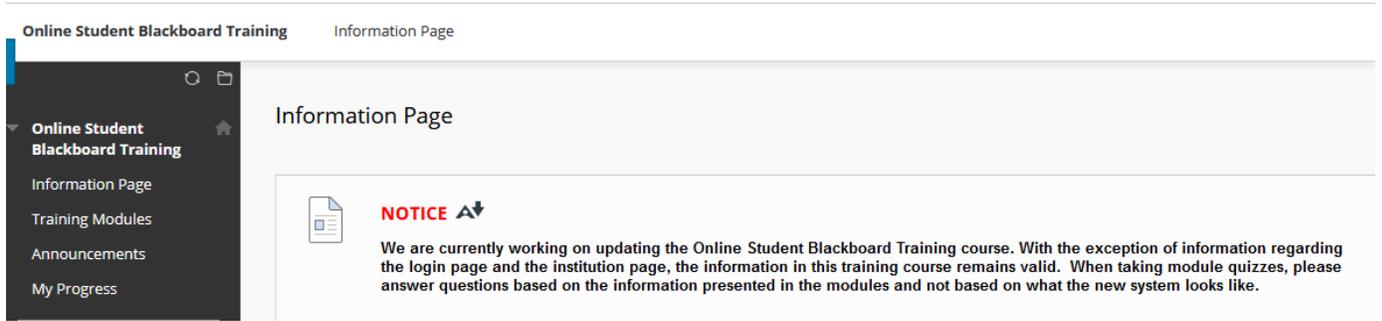

7. After clicking enroll, you will be taken to the Self Enrollment page. Confirm that it says you are enrolling in Online Student Blackboard Training. Click Submit.
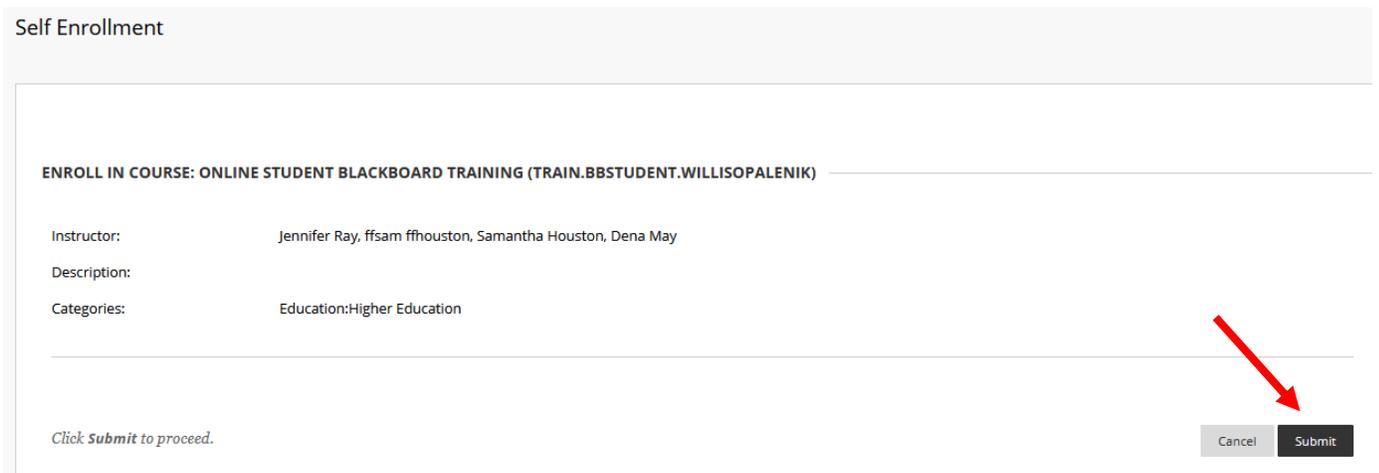
8. After clicking Submit, you should see a Success message with an OK button. Click OK to be taken back to the Online Student Blackboard Training course.
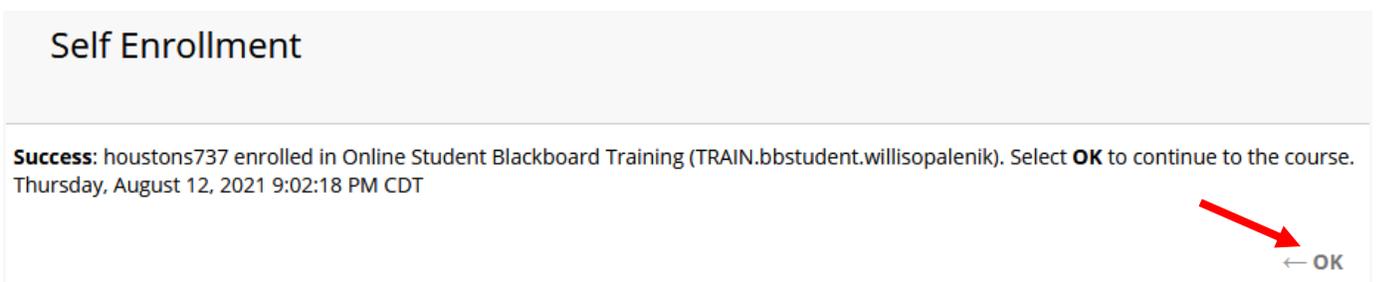
9. You will then be logged into the course and can begin.

Information Page

NOTICE A↓

We are currently working on updating the Online Student Blackboard Training course. With the exception of information regarding the login page and the institution page, the information in this training course remains valid. When taking module quizzes, please answer questions based on the information presented in the modules and not based on what the new system looks like.