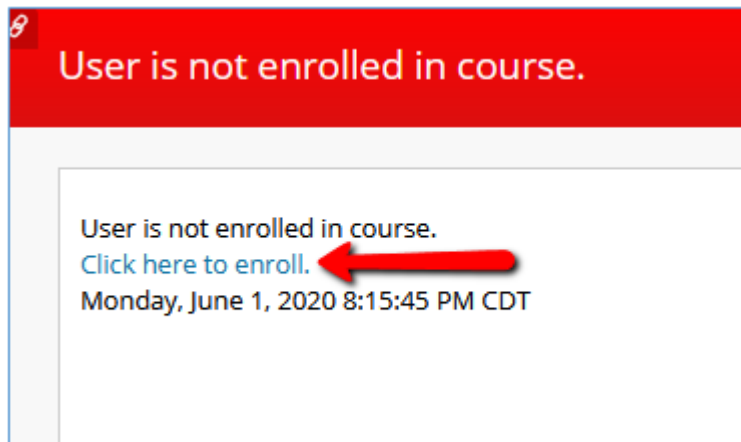


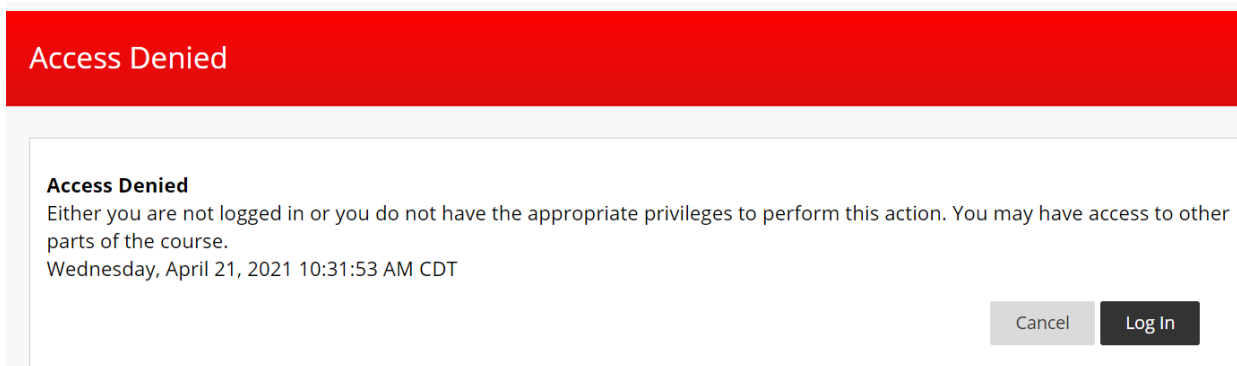
How to Self-enroll in the COE Advanced Certification Program Admission Workgroup at UHCL

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 COE Advanced Certification Program Admission 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.**

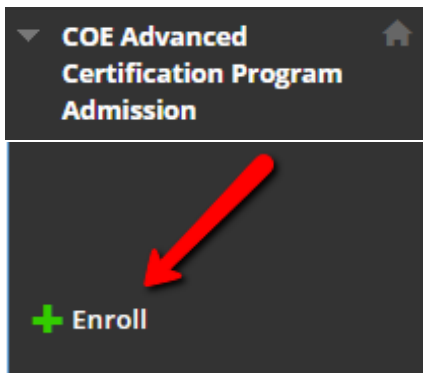
1. Begin by navigating to and [logging into Blackboard](https://uhcl.blackboard.com) at the following URL: <https://uhcl.blackboard.com>. You will log in with your regular Blackboard login information (PCLAB domain account).
2. Click [this link](#) or paste the following into the address bar of your browser:
https://uhcl.blackboard.com/ultra/courses/_19100_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.



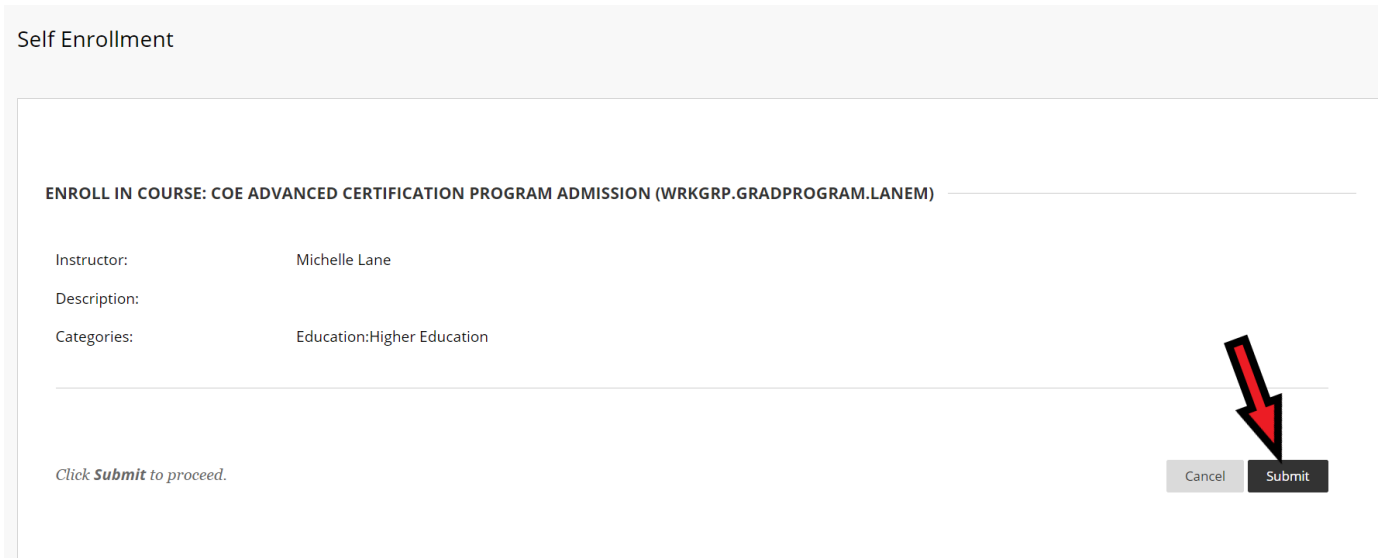
4. After clicking “Click here to enroll.”, you will be taken to what looks like a course page, but will be told you don’t have access. **This is ok!!! Look on the left menu bar.**



5. 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.



6. After clicking enroll, you will be taken to the Self Enrollment page. Confirm that it says you are enrolling in the COE Advanced Certification Program Admission course. Click Submit.



7. After clicking Submit, you should see a Success message with an OK button. Click OK to be taken back to the COE Advanced Certification Program Admission course.

