

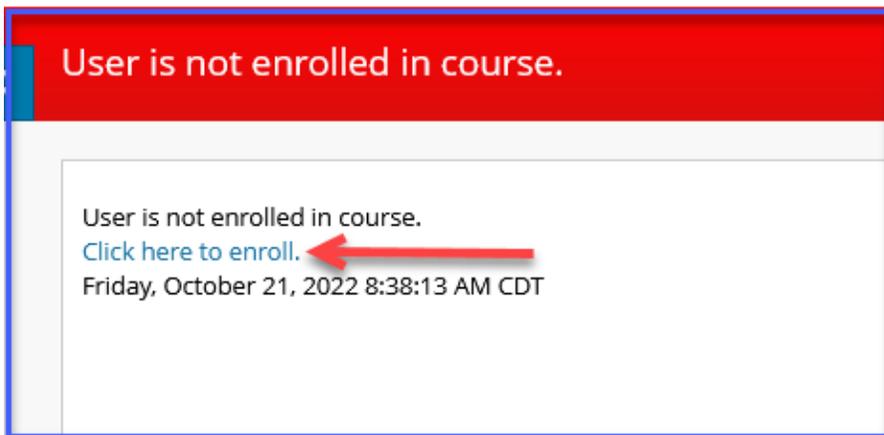
How to Self-Enroll in the COE MAT TEP Admission Blackboard Workgroup

UHCL has several cases in which Blackboard is used to deliver and/or support non-credit classes, support campus committees, or to provide resources 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 in the workgroup. This tutorial will demonstrate how to locate a workgroup with the self-enroll option and how to add yourself to it as a Student. Self-enroll is not used for any credit courses.

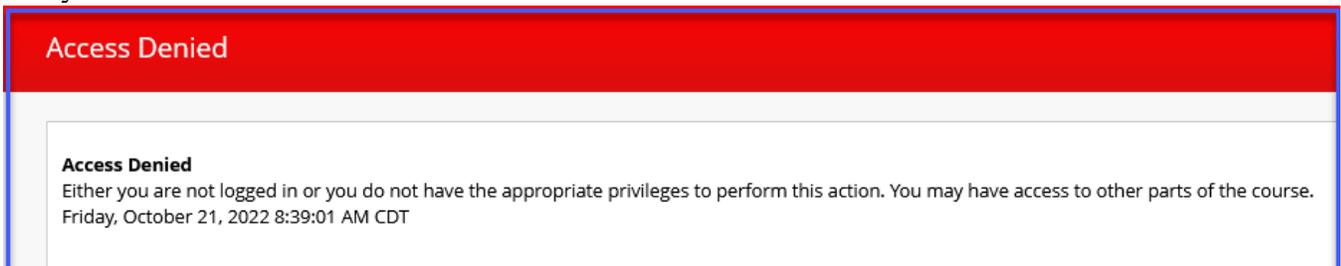
To apply to the MAT Teacher Education Program (TEP) at UHCL you must complete the application steps in the *MAT TEP Admission* Blackboard workgroup. You will not be admitted to MAT TEP until you have: 1) met all requirements, 2) completed all application steps in the blackboard course, 3) received your admission email, and 4) ***accepted your admission via email reply***.

Please follow the instructions below enroll in the *MAT TEP Admission* Blackboard workgroup.

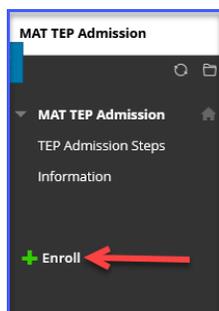
- 1) Begin by navigating to and logging into Blackboard via the [UHCL Single Sign-On](#) app.
- 2) Click this [MAT TEP Admission link](#) or paste the following into the address bar of your browser: https://uhcl.blackboard.com/ultra/courses/_36888_1/cl/outline
- 3) After logging in, you should see a 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.



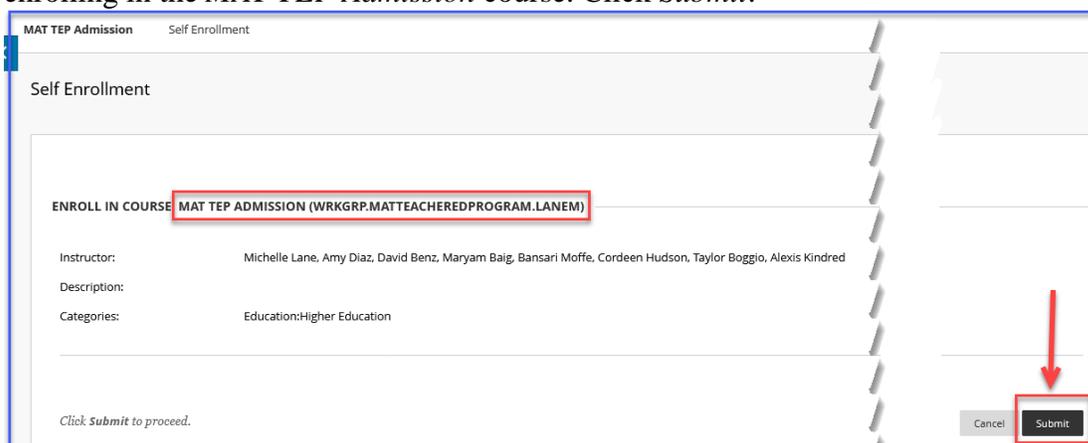
- 4) After clicking *Click here to enroll*, you will be taken to what looks like a course page, but will be told you don't have access.



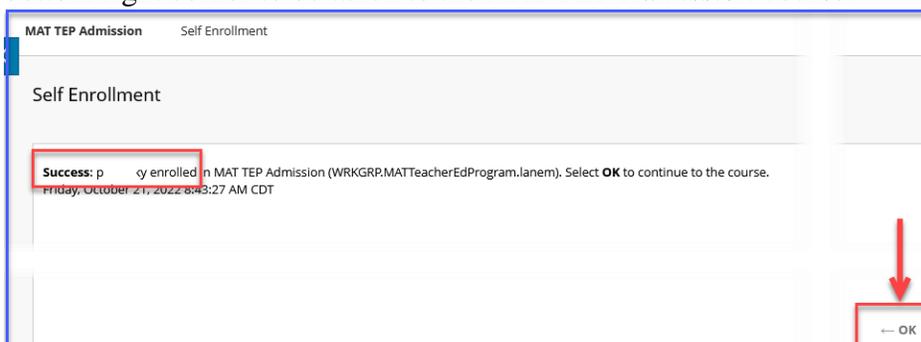
- 5) On the left side where the Course menu would normally be, you will see a button with a plus sign that says Enroll. Click *Enroll*.



- 6) After clicking enroll, you will be taken to the Self Enrollment page. Confirm that it says you are enrolling in the *MAT TEP Admission* course. Click *Submit*.



- 7) After clicking Submit, you should see a Success message with an OK button. Click *OK* in the bottom right corner to be taken to the *MAT TEP Admission* course.



Please note that before you can complete your MAT TEP application and upload required documents, you must complete the **COE Disposition Acknowledgment** in the Blackboard course. Only **AFTER** you complete this will the rest of the application instructions and documents be made available to you.

We look forward to reviewing your application!