

Self-Enroll Guide for Blackboard Organizations

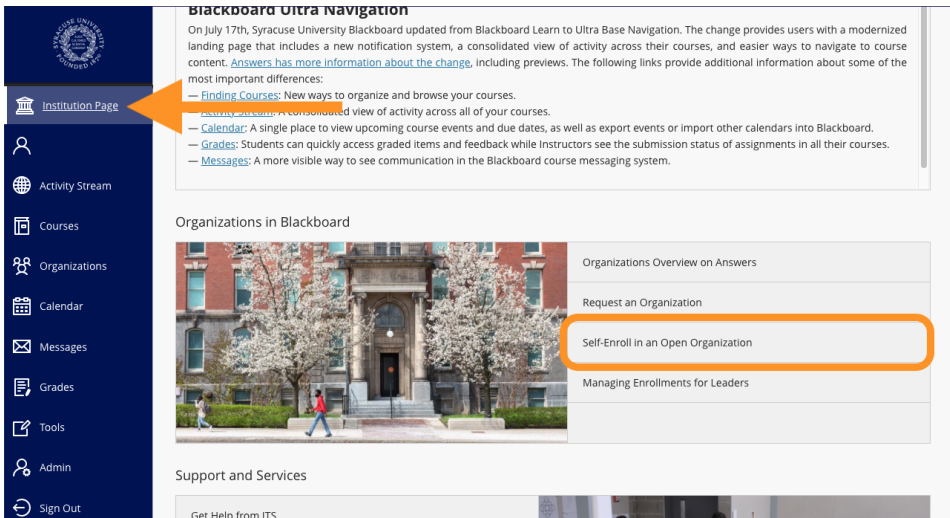
Self-Enroll Guide for Blackboard Organizations

Topic Overview

Some Blackboard Organizations are configured to allow users to self-enroll. The instructions below are for users to join Organizations with the role of Participant where self-enrollment has been requested by the Organization Leader.

Steps

1. Login to the [Syracuse University Blackboard System](#) using your NetID and Password. If you do not know your account information, visit the [NetID Services web site](#).
2. Click on the **Institution Page** to locate the module for Organizations in Blackboard and click **Self-Enroll in an Open Organization**.

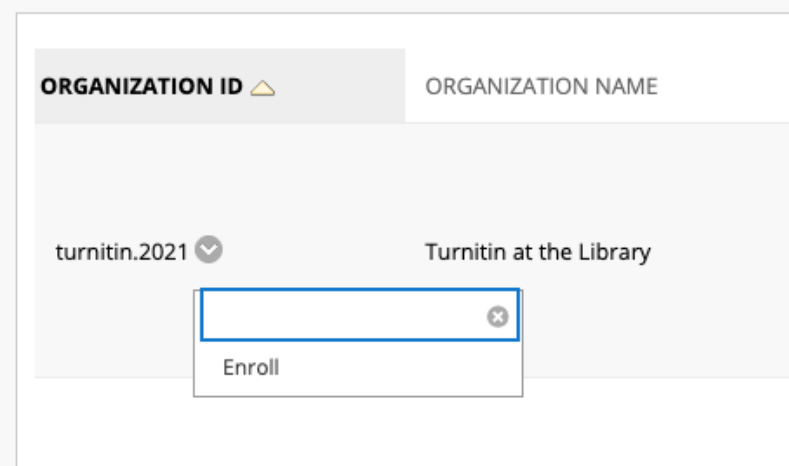


3. Enter the name of the Organization provided by the Leaders in the search catalog area and click **Go**. Only Organizations that have been set for self-enrollment will appear in the search results.

Organization Catalog

The screenshot shows the Organization Catalog search interface. At the top right is a question mark icon. Below is the 'Search Catalog' section with a search bar containing 'Organization Name', a 'Contains' dropdown, a text input field, and a date filter for 'AND Creation Date: Before' set to '07/28/2021'. Below the search bar are sections for 'Browse Categories' and 'Browse Terms', each with a dropdown menu and a 'Go' button.

4. Click the menu button that appears at the end of the Organization ID for your desired Organization and the click **Enroll**.



5. On the next page, confirm that you have selected the correct Organization and, if so, click **Submit**.
6. Enter the Access Code provided by the Organization Leader if applicable. Click **Submit**.
7. An **Action Successful** enrollment message will appear on the screen. Click **OK** to access the organization.

Sources and Relevant Links

[NetID Services web site](#)