

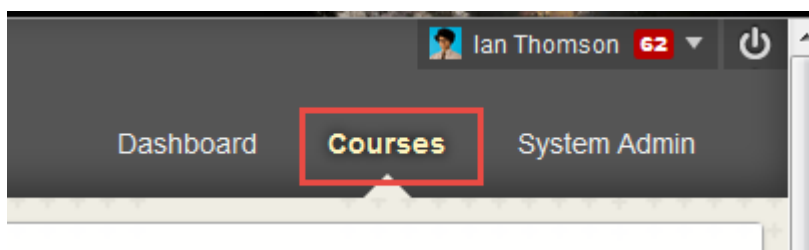
### Overview

This document will describe how to complete the process of enrolling in a self-enroll course on the Blackboard learning system.

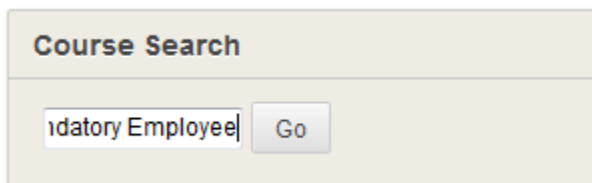
**Please note – Academic courses are not permitted to include self-enroll and will not function with this process. In order to be enrolled in an academic course, the user must formally register in the MyTrent system.**

### Process



1. Login to Blackboard and select the courses tab from the top menu.



2. In the Course Search box, enter the course you'd like to enroll in. For example. Mandatory Employee Training.

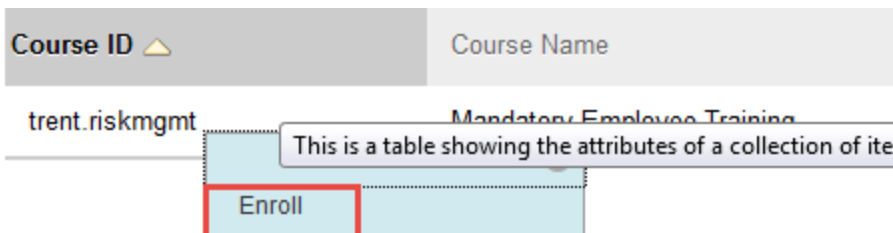


3. Once the results are displayed, select the down arrow beside the course title. This arrow becomes illuminated when you hover your mouse over the course title

Course ID 	Course Name	Instructor Name
trent.riskmgmt 	Mandatory Employee Training	William Gibson,

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4. Click the Enroll button



Troubleshooting, FAQs and Support Resources

- For any additional inquiries related to this process please contact [it@trentu.ca](mailto:it@trentu.ca)