Self-Enroll Guide for Blackboard Organizations

Topic Overview
How to self-enroll in a Blackboard organization.

Steps

1. Login to my.utrgv.edu using your UTRGV username and password.
2. Once you have logged into myUTRGV click on the Blackboard icon.
3. Once you have logged into Blackboard, click the MyCourses tab at the top of the page (should be default)

![MyCourses tab]

4. In the ‘Organization Search’ text box type the name of the organization in which you wish to enroll and click Go. The Organization Leader will provide you with the name of the organization.

![Organization Search]

5. The organization information will be displayed in the Search Results. Click the down arrows located to the right of the Organization ID and then click on Enroll.

![Organization ID and Organization Name]

6. Enter the access code (if applicable). The Organization Leader will provide the access code. Click Submit.