



Financial Services / Comptroller

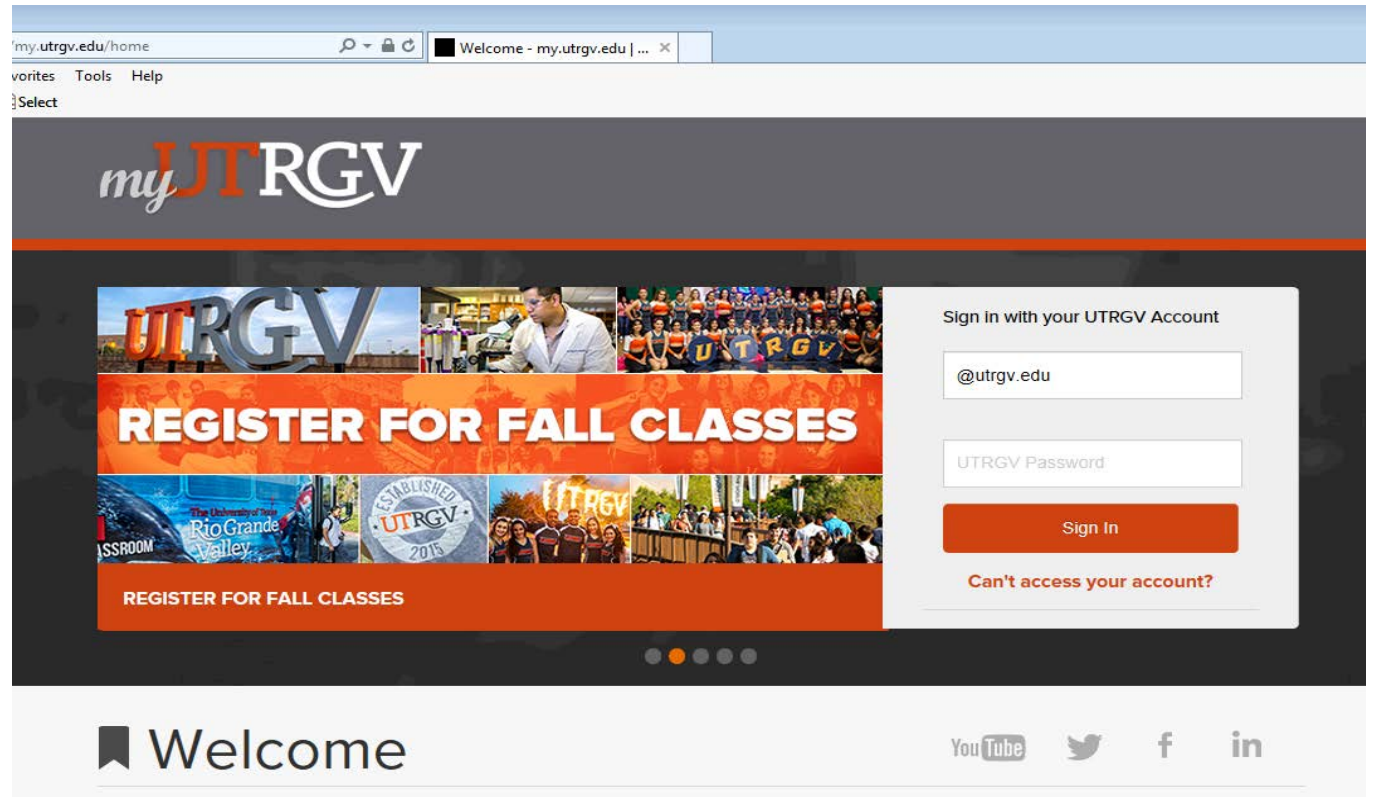
How to Enroll in UTRGV-PEOPLESOFT-ACADEMY on Blackboard

Organizer(s): David Guerra, Training Coordinator

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Procedure

- Sign in through MY.UTRGV.EDU
 - Enter your UTRGV Account username
 - Enter your password



The screenshot shows a web browser window with the address bar displaying 'my.utrgv.edu/home'. The page features a dark header with the 'myUTRGV' logo. Below the header is a large orange banner with the text 'REGISTER FOR FALL CLASSES' and a collage of images including a person in a lab coat, a group of students, and a building. To the right of the banner is a sign-in form titled 'Sign in with your UTRGV Account'. The form contains two input fields: one for the username (labeled '@utrgv.edu') and one for the password (labeled 'UTRGV Password'). Below the fields is an orange 'Sign In' button. At the bottom of the form is a link that says 'Can't access your account?'. The footer of the page includes a 'Welcome' message with a book icon, and social media links for YouTube, Twitter, Facebook, and LinkedIn.

myUTRGV

REGISTER FOR FALL CLASSES

REGISTER FOR FALL CLASSES

Sign in with your UTRGV Account

@utrgv.edu

UTRGV Password

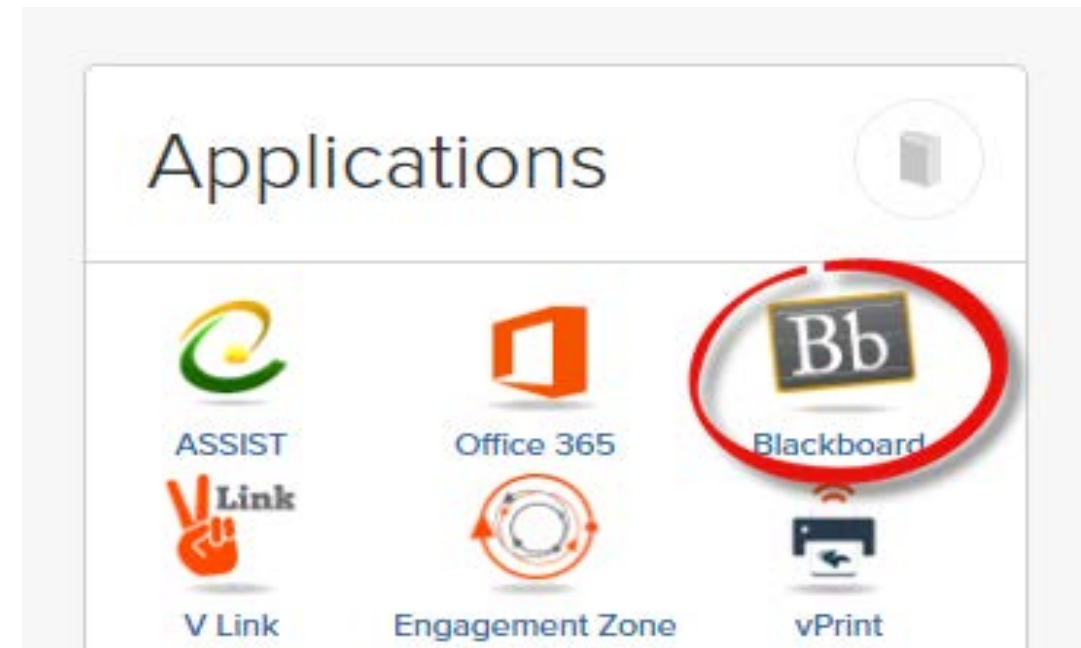
Sign In

Can't access your account?

Welcome

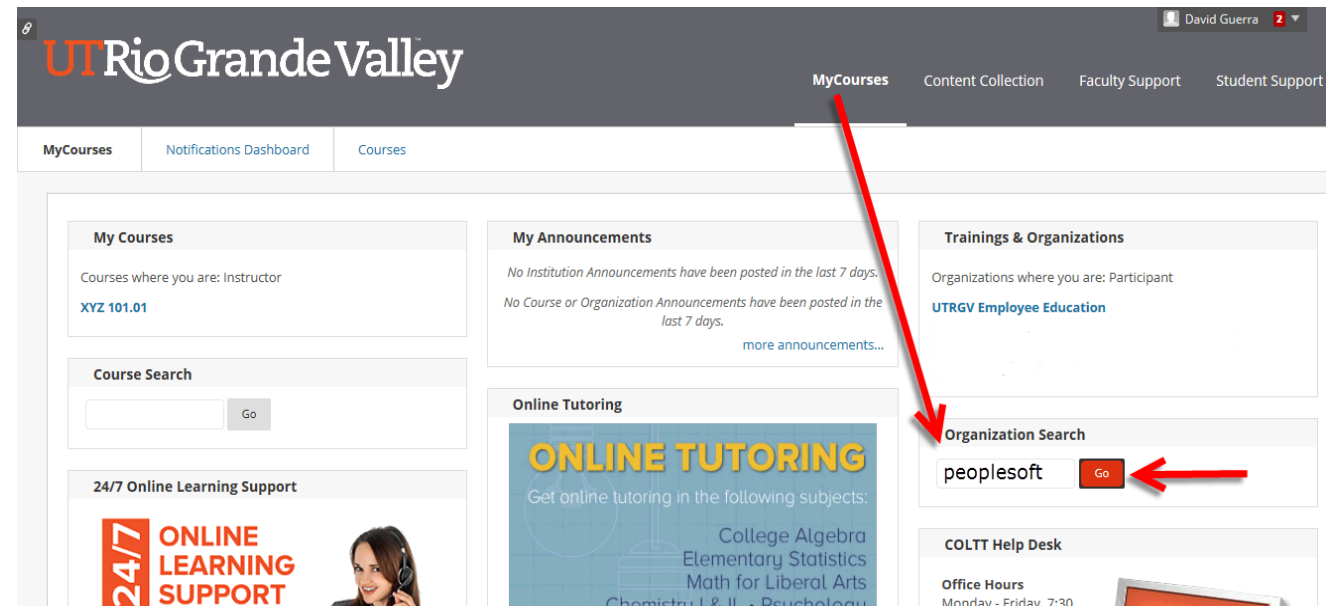
YouTube Twitter Facebook LinkedIn

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- Once successfully logged in click on Blackboard icon



- By default you are taken to the **MyCourses** section of Blackboard.

- On the far right side of the screen look for "Trainings & Organizations"
- In that box, most UTRGV Staff & Faculty will see "Organizations where you are: Participant" with at least one entry below it: UTRGV Employee Education
- In the Organization Search box below type the following (all one word): **peoplesoft**
- Click on the Go button




- The "Organization Catalog" page appears

Browse Organization Catalog

Search Catalog Organization AND Creation Date

Browse Terms
Select a term to see only courses belonging to that term

ORGANIZATION ID 	ORGANIZATION NAME	LEADER NAMES	DESCRIPTION	TEXTBOOKS
UTRGV-PeopleSoft-Academy	UTRGV PeopleSoft Academy	Elvin Flores, Aracely Esquivel, David Guerra		

Displaying 1 to 1 of 1 items

-
- Below that (almost mid-screen) you will see a box with a line that reads: UTRGV-PeopleSoft-Academy

ORGANIZATION ID ▲

UTRGV-PeopleSoft-Academy ▼

This is a table
items.

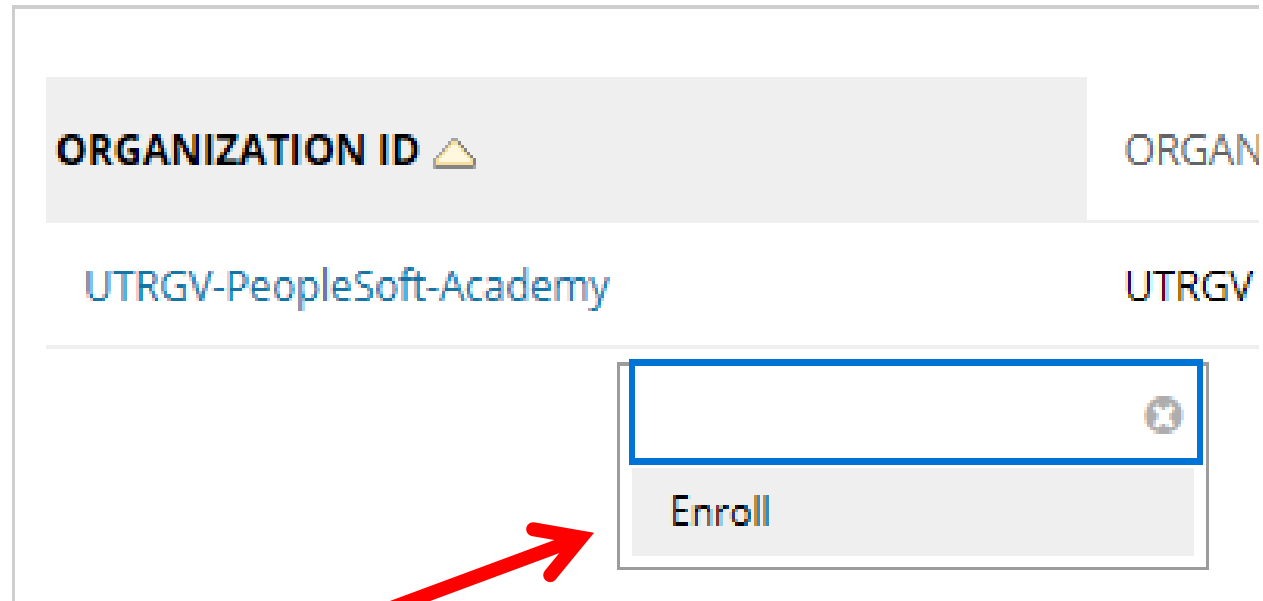
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- Hover your mouse over UTRGV-PeopleSoft-Academy
 - a small gray circle with a downward pointing arrow inside the circle will appear.
 - **click** on the small gray circle

ORGANIZATION ID ▲

UTRGV-PeopleSoft-Academy ▼

This is a table
items.

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- A drop down box appears with the only option being ENROLL



The screenshot shows a web form with two input fields. The first field is labeled 'ORGANIZATION ID' with a small triangle icon and contains the text 'UTRGV-PeopleSoft-Academy'. The second field is labeled 'ORGAN' and contains the text 'UTRGV'. Below the 'ORGAN' field, a dropdown menu is open, showing a single option 'Enroll'. A red arrow points from the text 'Click on ENROLL' to the 'Enroll' option in the dropdown menu.

- Click on **ENROLL**

- Click on the **Submit** button to proceed

UTRGV PeopleSoft Academy

Self Enrollment

Self Enrollment

ENROLL IN ORGANIZATION: UTRGV PEOPLESOFT ACADEMY (UTRGV-PEOPLESOFT-ACADEMY)

Instructor:

Elvin Flores, Aracely Esquivel, David Guerra

Description:

Categories:

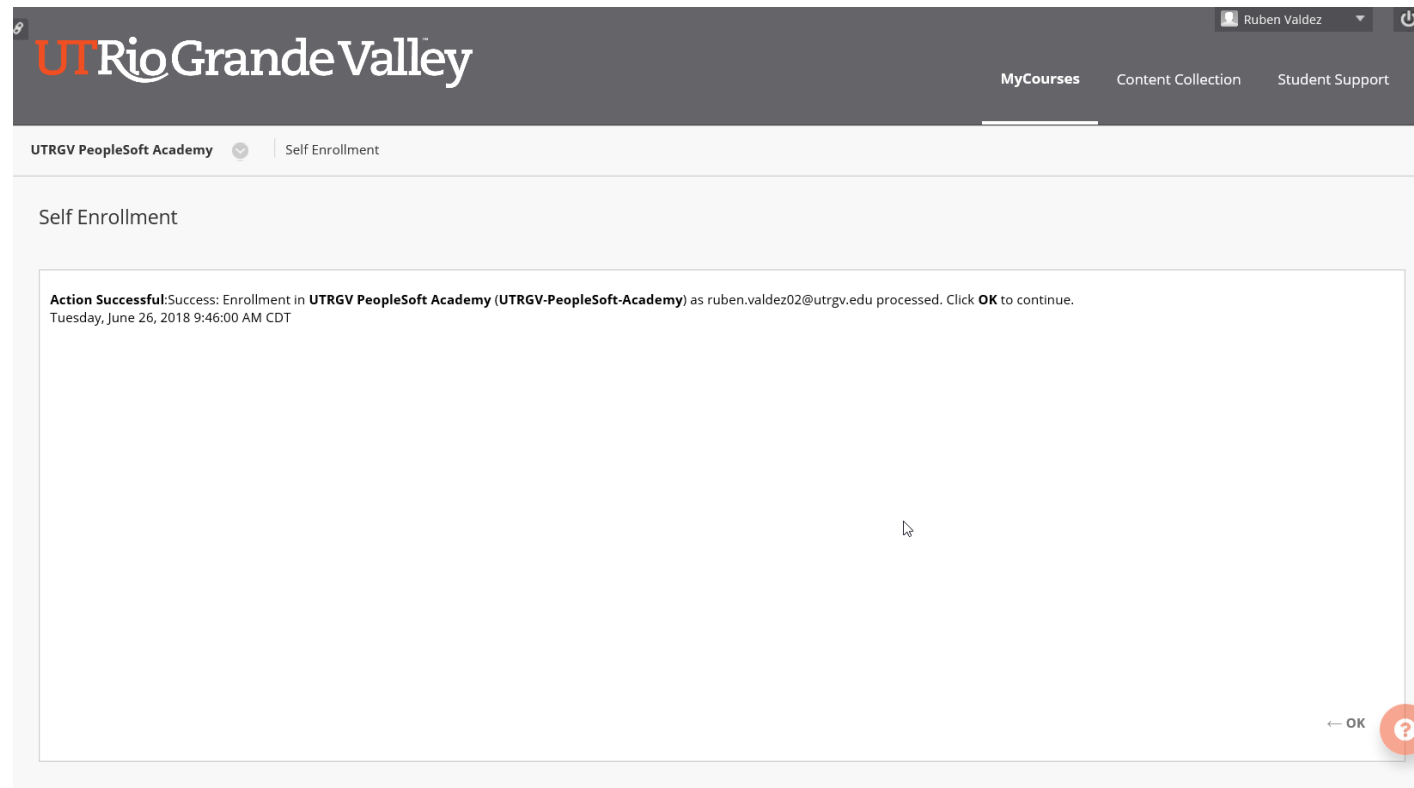
Education:Higher Education

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel

Submit

- **Action Successful** announcement displays

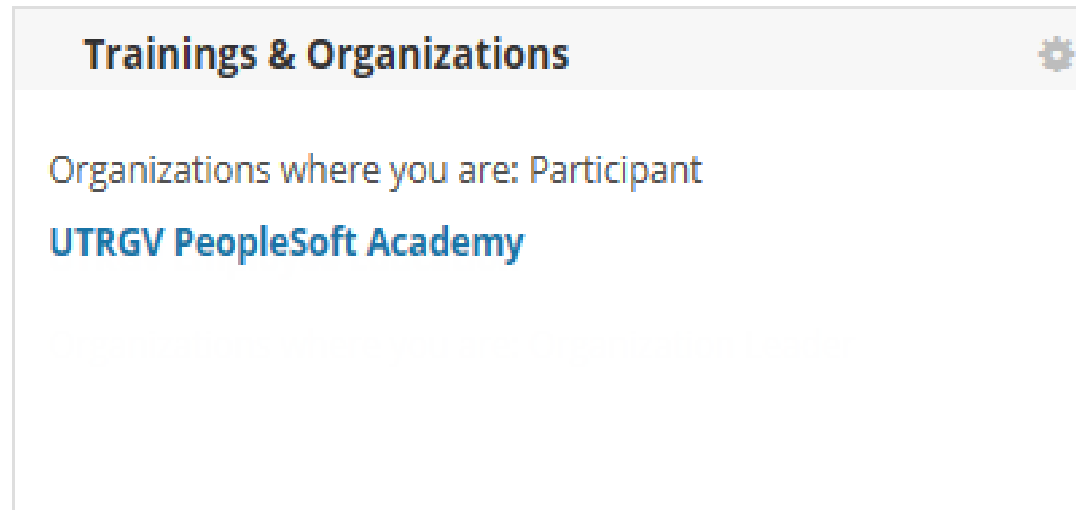


TO VERIFY ENROLLMENT

- Click on MyCourses at the top of the Blackboard screen



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- On the far right side of the screen look for "Trainings & Organizations"
 - In that box, you will now see UTRGV-PeopleSoft-Academy added to the "Organizations where you are: Participant" section.



IMPORTANT

- If you do not see the UTRGV-PeopleSoft-Academy in the “Trainings & Organization” box please repeat the HOW TO ENROLL steps at the start of this document.
- If you continue to not see the UTRGV-PeopleSoft-Academy in the “Trainings & Organization” box then please contact the COLTT Help Desk (Monday – Friday, 7:30am to 6:00pm) at:
 - Brownsville Campus: Rusteberg 108 - (956) 882-6792
 - Edinburg Campus: Education Complex 2.202 - (956) 665-5327

THANK YOU

The University of Texas
Rio Grande ValleyTM

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