

The University of Texas Rio Grande ValleyTM

Financial Services / Comptroller

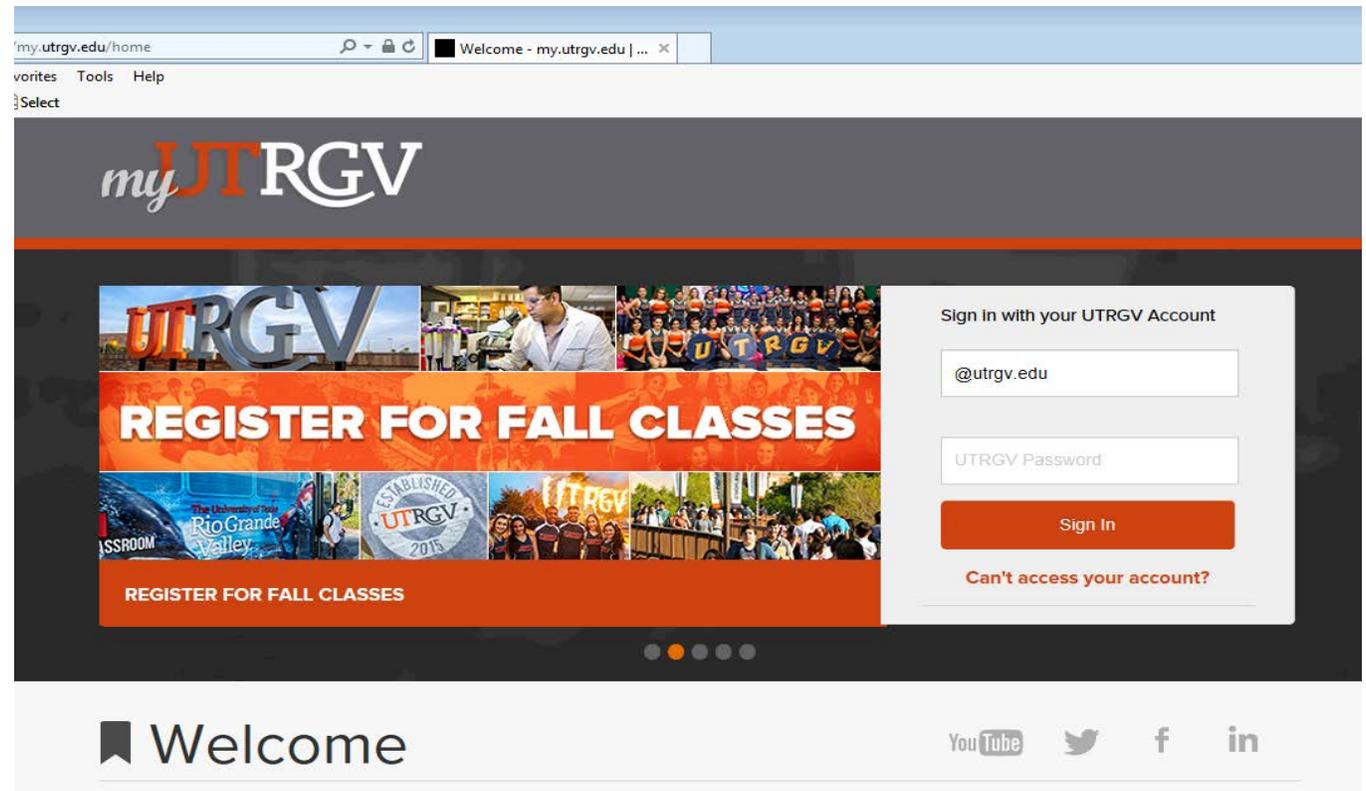
How to Enroll in UTRGV-PEOPLESOFT-ACADEMY on Blackboard

Organizer(s): David Guerra, Training Coordinator

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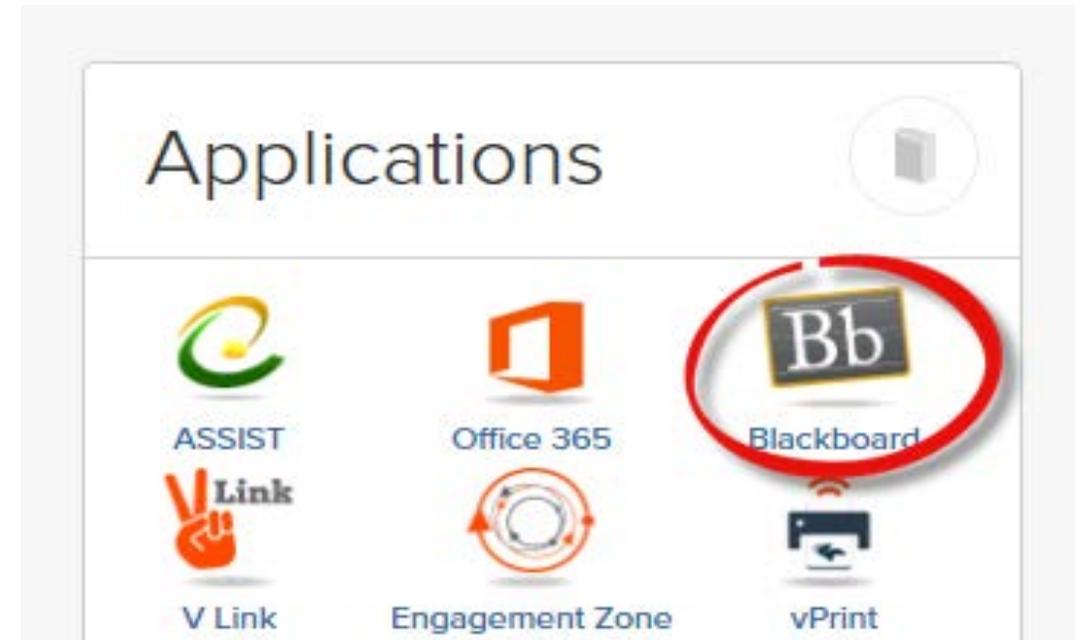
Procedure

- 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 the 'myUTRGV' logo at the top. A prominent banner in the center reads 'REGISTER FOR FALL CLASSES' with a background of various campus scenes. To the right of the banner is a sign-in form titled 'Sign in with your UTRGV Account'. The form includes a text input field containing '@utrgv.edu', another text input field for the password, and an orange 'Sign In' button. Below the button is a link that says 'Can't access your account?'. At the bottom of the page, there is a 'Welcome' message with a bookmark icon and social media icons for YouTube, Twitter, Facebook, and 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 screenshot displays the UTRGV MyCourses website. At the top, the UTRGV logo is visible on the left, and navigation links for MyCourses, Content Collection, Faculty Support, and Student Support are on the right. Below the header, there are tabs for MyCourses, Notifications Dashboard, and Courses. The main content area is divided into several sections: My Courses (listing XYZ 101.01), My Announcements (with a message about no announcements in the last 7 days), Online Tutoring (with a list of subjects), 24/7 Online Learning Support, and COLTT Help Desk (with office hours). The 'Trainings & Organizations' section is highlighted with a red arrow, showing 'Organizations where you are: Participant' and 'UTRGV Employee Education'. Below this, the 'Organization Search' section contains a text input field with 'peoplesoft' entered, a 'Go' button, and another red arrow pointing to the 'Go' button.

- The "Organization Catalog" page appears

Browse Organization Catalog

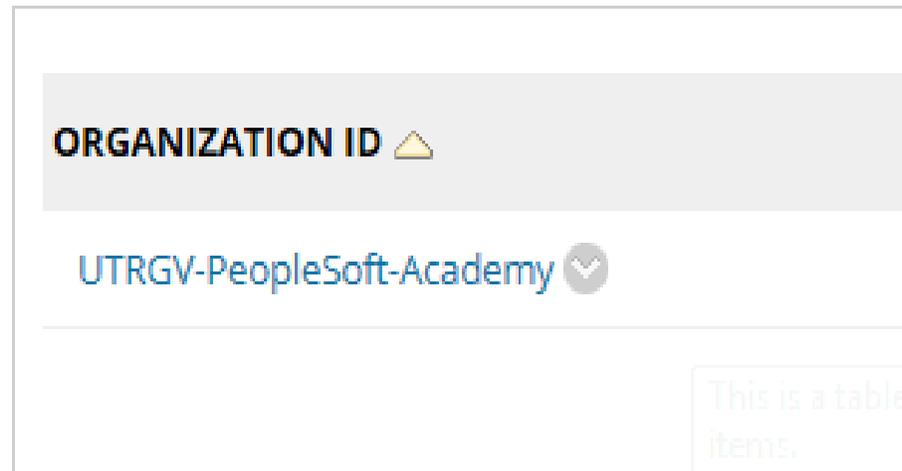
Search Catalog Organization Name Contains AND Creation Date Before

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

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



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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 a dropdown menu. The dropdown is labeled "ORGANIZATION ID" with a small triangle icon. Below the label, the text "UTRGV-PeopleSoft-Academy" is displayed. To the right of the dropdown, the text "ORGAN" is visible. Below the dropdown, the text "UTRGV" is visible. A red arrow points to a dropdown menu that is open, showing the option "Enroll". The dropdown menu has a blue border and a close button (an 'x' in a circle) in the top right corner.

- 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

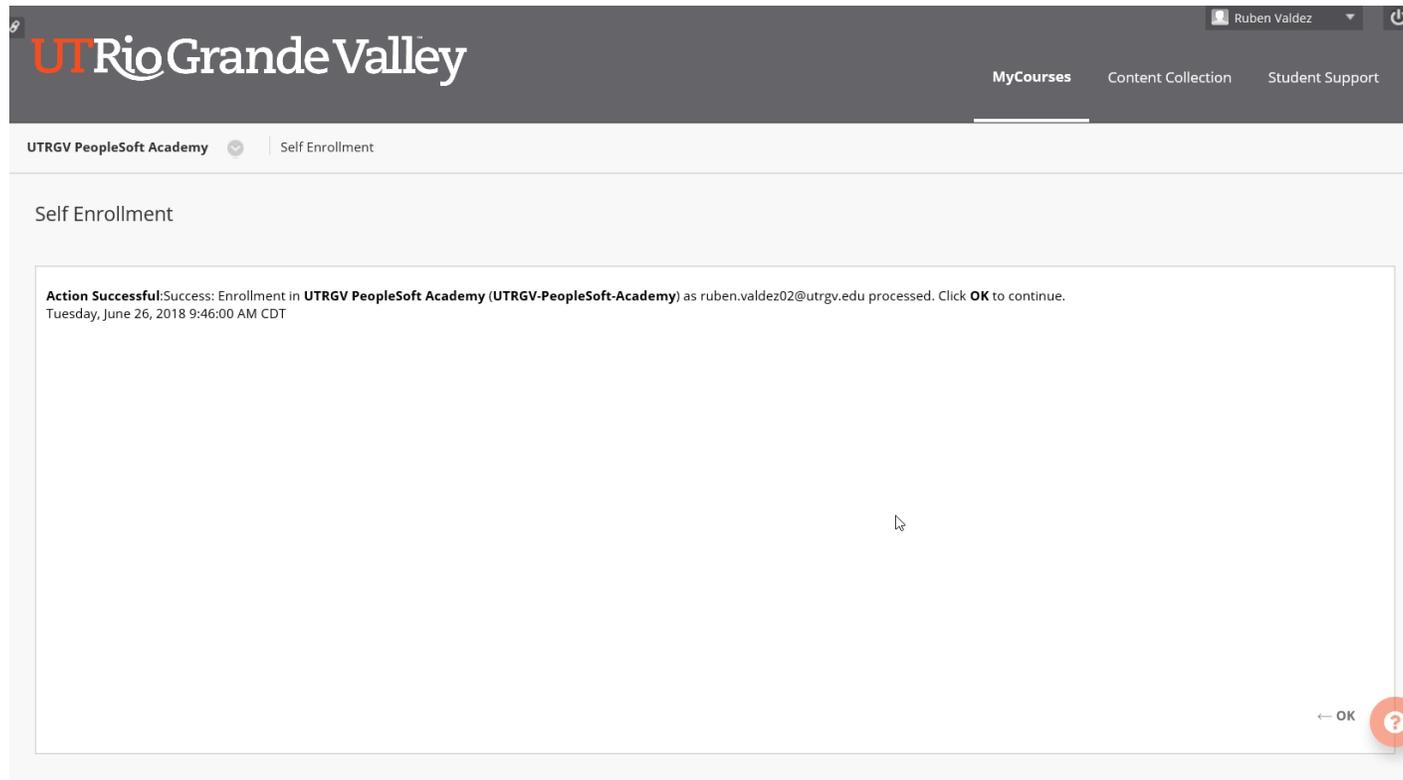
Description:

Categories: Education:Higher Education

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



- **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

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