How to Self-Enroll in the Faculty Certification Organization Site: Self-Paced mode

1. Log into Blackboard at http://blackboard.umkc.edu

2. On the My UMKC tab, scroll down to find the “Organization Search” box

3. Enter into the Search box UMKC Online: Faculty Certification in Online Teaching and Learning and click “Go”

4. This should take you to the “Browse Organization Catalog” window where you can finalize enrollment in the organization.

5. Move your cursor next to the Organization ID “UMKC-TRAINING-ORG-UMKC-ONLINE-FACULTY-CERTIFICATION” to show the grey contextual arrow. Click on the arrow then click on “Enroll.”

6. On the Self-Enrollment screen, click “Submit” on the bottom right.

7. The organization should now show under your “My Organizations” on Blackboard. You may now begin the Self-Paced mode of the Faculty Certification by visiting the “Start Here” section of the organizational course.