



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

Organization Search

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.

Organization Catalog

Browse Organization Catalog

Search Catalog Organization Name Contains UMKC Online: Self-Paced AND Creation Date Before 10/24/2015 Go

Browse Terms
Select a term to see only courses belonging to that term
-unspecified term- Go

Organization ID	Organization Name	Leader Names	Description	Textbooks
UMKC-ORG-FAC-ONLINE-ORIENTATION	UMKC Online: Self-Paced Faculty Certification	Melissa Mesana, Molly Mead, Nicholas Liddeke, Lara Mabry		

Displaying 1 to 1 of 1 items Show All Edit Paging

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.”

Organization ID	Organization Name
UMKC-TRAINING-ORG-UMKC-ONLINE-FACULTY-CERTIFICATION	UMKC Online: Faculty Certification Teaching and Learning

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.