

Self-Enrollment for myNKU TechKnow

Location(s): Blackboard

Purpose: Perform these steps when you need to self-enroll for the myNKU TechKnow organization. The organization uses adaptive release, making certain learning modules available only when the pre-requisite, such as INT 100 Introduction to myNKU & SAP GUI, is complete.

Traditional face-to-face training workshops are still regularly scheduled. Please visit the <u>myNKU Workshops</u> to register for an upcoming traditional training workshop.

- 1. Log into Blackboard.
- 2. Click on Community.



- 3. In the Course Search field, enter myNKU.
- 4. Click Go.

My Bb	Courses	Community	Cor
Or	ganization Se	arch	
	ynku	Go	

5. Under Organization ID, hover the mouse over the desired organization, and select the drop-down arrow.

Organization ID 🛆	Organization Name	Leader Names
org_myNKU-TK 📀	myNKU TechKnow	Eileen Baker, Matthew Beck



6. Select Enroll.

Organization ID 🛆	Organization Name
org_myNKU-TK	myNKU TechKnow
org_MyNKU_Stt Enroll	

- A Self-Enrollment page will display.
- 7. Click either Submit button.

Self Enrollment				
ENROLL IN ORGAN	NIZATION: MYNKU TECHKNOW (ORG_MYNKU-TK)	Cane Submit		
Instructor.	Eileen Baker, Matthow Beck			
Description				
Categories	Education:Higher Education			
Click Submit to pre	vered. Click Cancel to go back.	Cankel Submit		

- 8. A confirmation message will display.
- 9. Click OK towards the bottom right of the screen for the organization to open.



Congratulations! You have successfully self-enrolled for myNKU TechKnow. If you are unable to complete the training(s) at this time, it is available on the landing page of Blackboard under My Organizations, to complete at a later time.

