Self-Enrollment for Students in Blackboard Courses @ LBCC

Instead of creating and distributing a username and password to their students, some LBCC instructors have chosen to have their students setup their own accounts and self-enroll in their courses. The following directions are the most common steps for creating an account in Blackboard and self-enrolling:

1. Self-enrolling in Blackboard simply gives you access to the course and online materials, but DOES NOT officially register you for the course. Do not attempt to enter Blackboard as a student until you are registered for the course through Admissions or SIS and have been given permission to do so.

2. Be sure you have a valid email address before creating your Blackboard account. If you do not have one or if your instructor requires you to use an LBCC student email account only, go to http://www.linnbenton.edu/apply/ to apply for email today.


4. Click the “Create Account” button on the left-hand side of the screen.

5. Fill in the six required boxes (those designated with a red *). You are not required to enter any other personal information on this page. Click the “Submit” button when finished, followed by the “Ok” button.
   a. Your username and password can be any combination of letters and numbers, but please do not use your Student ID number, symbols or spaces.

6. In the upper left-hand section of the screen, click the light-blue tab labeled “Courses”.

7. Either enter your course number in the “Course Search” box on the left-hand of the screen or click the link titled “Browse Course Catalog”.
   a. If you browse the catalog, scroll through the categories until you find the appropriate category for your class, then click on it. If unsure which category your course is in, use the course search feature, consult the printed catalog or ask your instructor.

8. Once you locate a link for your course, which shows the name of the course, the instructor and usually a description, simply click on the “enroll” button to be automatically entered as a student of the class.
   a. If you do not see an “enroll” button, you may either have selected the incorrect version of the course or the instructor may not currently have self-enrollment available. Contact your instructor or support if you have problems finding your course.
   b. Some classes may require you to click the “enroll” button and then enter a password – this password is course-specific and is available from your instructor.

The process described above is a one time-procedure. If successfully completed, then the following times you access Blackboard you will simply login and then click on your course’s title on the right-side of the screen, under “Courses I am enrolled in:” to gain access to your course site.

Troubleshooting:
- If you forget your password, go to Blackboard, click the “Login” button and click the hyperlink titled “Forgot Password?”

- If you have technical problems, contact your instructor or bbsupport@ml.linnbenton.edu.