Enroll Users in a Blackboard Organization

There are two ways that you can enroll users: directly add or allow users to enroll themselves.

Once you are in your Organization, a Leader will see Organization Management on the left side panel. Select Users and Groups, Users.

To directly add:

Users that have an existing account in the system can be enrolled in the Organization. Click Browse to search for users. Only users that are not already enrolled in the Organization will be identified in a search for users. More Help.

* Indicates a required field.

**ENROLL USERS**

Enter one or more Usernames. Separate multiple Usernames with commas. Click Browse to search.

- **Username**: [Input field for username]
- **Role**: Participant
- **Enrollment Availability**: Yes

Click **Submit** to proceed. Click **Cancel** to go back.
Select Find Users to Enroll. If you know the correct username, enter username in the Username box and click Submit. If you aren't sure, click Browse. Enter a first name or last name and click Go. Select the user(s) and click Submit.

To allow users to self-enroll:

Select Customization, Enrollment Options.
Select SelfEnrollment, add a start and/or end date if desired. If you wish to limit the enrollment, you can select Require Access Code to Enroll and add a password-type code that you will provide to users. Click Submit.