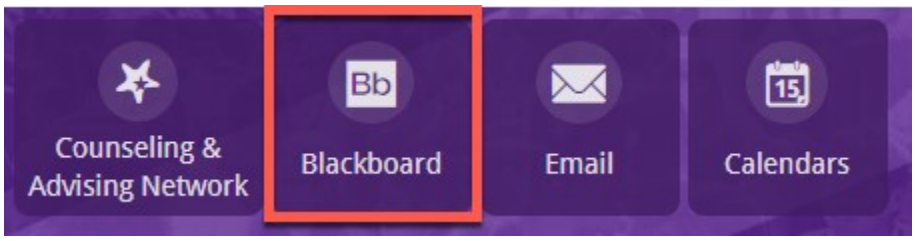
How to Self-Enroll in a Community

First, Log Onto Blackboard

1. Go to www.montgomerycollege.edu

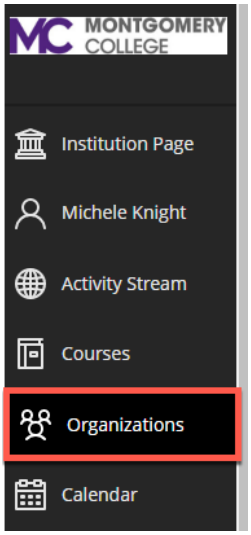
2. Click the My MC log in button to log into My MC using your My MC username and Password. (*If you do not know your MY MC username or password, please contact the Montgomery College IT helpdesk at 240-567-7222).*

3. Click the Blackboard Icon located in the group of icon choices in the upper right-hand corner.



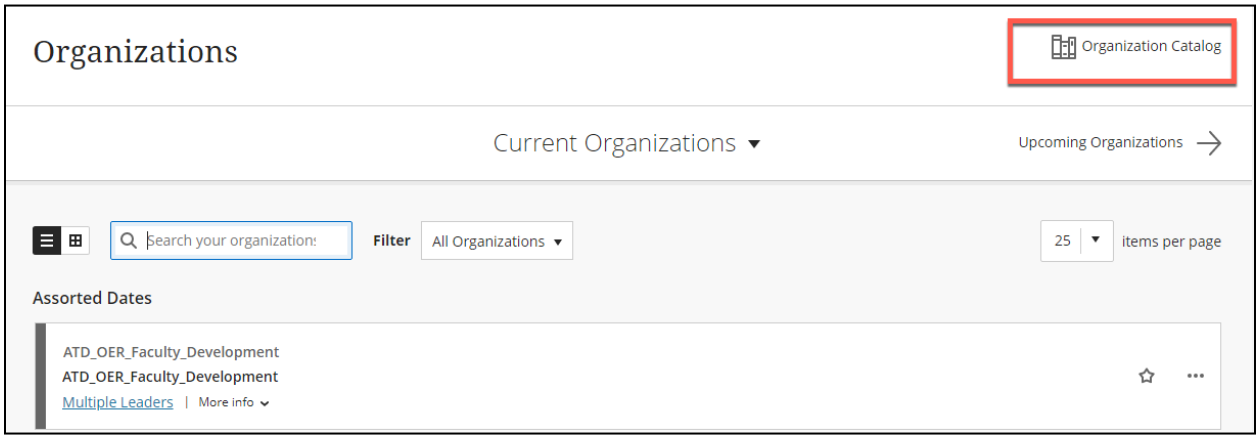
4. The Blackboard Screen will Launch.

5. Click the Organizations link on the left-hand course menu.



Next, add yourself to the Blackboard Course

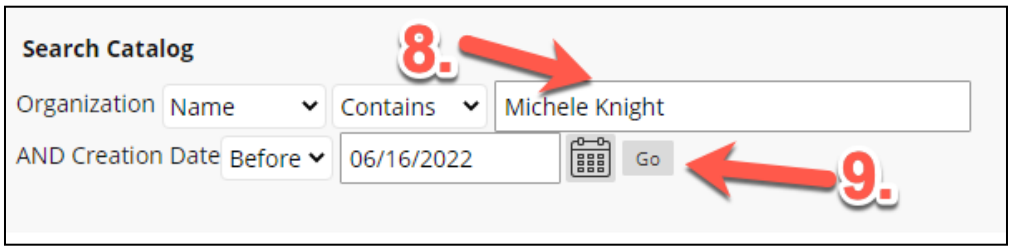
6. The Organizations Page Appears.



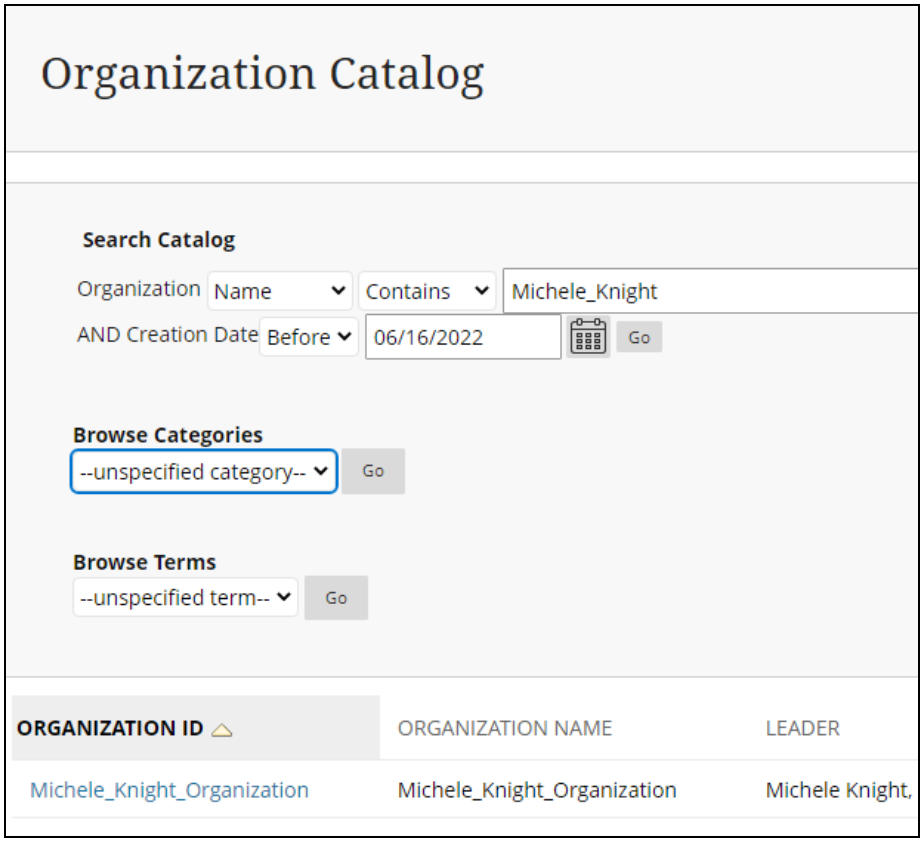
7. ***Note: Do not use the search your organization feature to try to find a community to enroll. This feature is only used to search for communities in which you are already enrolled.***

   To Find a Community, Click the Organization Catalog Button in the Upper right-hand corner of the page.

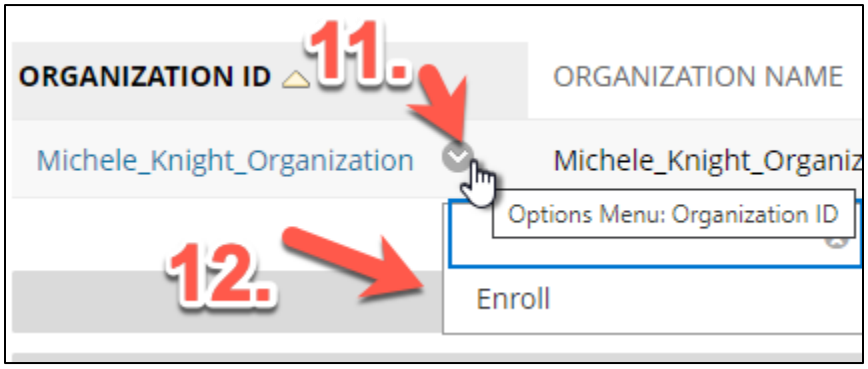
8. In the Search Catalog Field, Type the Name of the Organization that your Instructor has provided.
9. Click Go.



10. The Browse Organization Catalog Page appears. If you typed the correct name for the course, you should see it listed under the Course ID as shown in the image below.



11. Click the Action Link to the Right of the course Name.
12. Click Enroll on the Menu that Appears.



13. The Self Enrollment Page Appears.
14. If the Organization selection is appropriate, click **Submit** on the Menu that appears.

15. Congratulations, you are self-enrolled in the organization that your instructor created.