

Instructions for Self-Enrolling into a URM Blackboard Course

Overview of UR Clinical Research Billing Policy and Standard Operating Procedures (Course CT-01)

Self-enroll into the Course CT-01

A. Option 1: Single Click Enroll

Self-enroll into this course by pasting the following URL into your web browser:

http://bb.rochester.edu/enroll/user_enroll.cfm?enrollmentID=1knj

You will be prompted to provide your Blackboard username* and password to enroll into the course. Once in Blackboard, the course will be available on the right-hand side of your "My URM" tab and on your "Courses" tab. Click on the course name to go into the course, then follow the instructions within the course.

B. Option 2: Use the Course Search

If you have any problems at all using the above URL, another way to self-enroll is to do the following.

- a. First, log into Blackboard* <http://bb.urmc.rochester.edu>.
- b. Go to the "Courses" tab.

In the Course Search box, type in part of the course name: *Overview of UR Clinical Research Billing Policy and Standard Operating Procedures (Course CT-01)*.

- c. Press "Go," then scroll to find the course that you are looking for.
- d. Click the "Enroll" button on the right or use the dropdown menu on the left to enroll. The button or dropdown option will not appear if you are already enrolled. You will be guided into the course. Follow the course instructions. You can find any courses that you are enrolled in on the My URM tab.

*If you need help with your Blackboard account:

A. If you already have an account

Log in using your Blackboard username and password. If you forget your username or password, click **Forgot password?** at the login prompt.

B. If you do not have an account or are not sure

If you are a URM employee, an account may have been created for you. Try using your NetID (HRMS ID) and password. If that does not work, try your Active Directory (e-mail) username and password. If that does not work, click **Request an Account** at the top of the Blackboard Support page <http://www.urmc.rochester.edu/blackboard>. If you are still having problems logging in, call the Help Desk at (585) 275-6865.

Blackboard Login Page: <http://bb.urmc.rochester.edu>

Blackboard Support Page and Account Request Tool: <http://www.urmc.rochester.edu/blackboard>

Blackboard Help Desk Phone #: (585) 275-6865