Instructions for Self-Enrolling into a URMC 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 URMC” 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.
   
   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 URMC 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 URMC 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