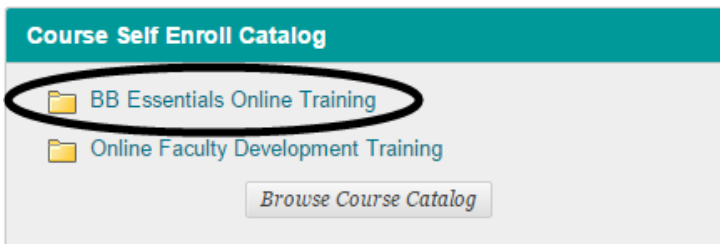
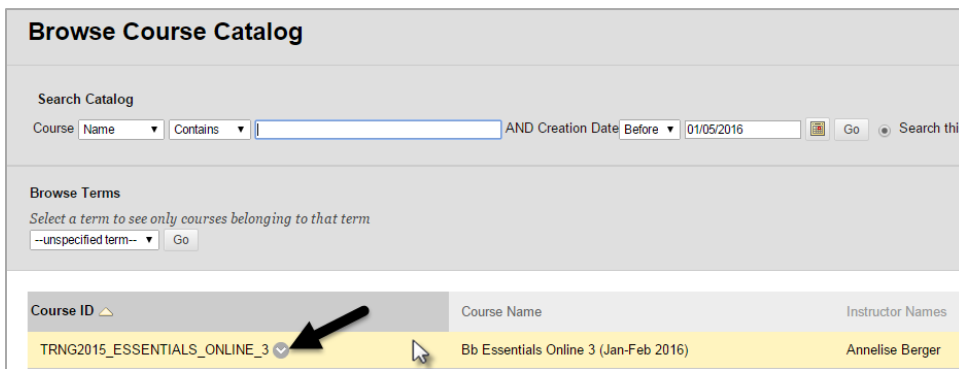


## How to Self-Enroll in a *BbLearn Essentials Online Course*

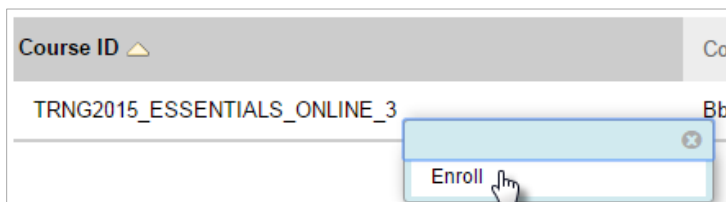
1. Go to <https://gvtclearn.blackboard.com> and log in.
2. Look for the “Course Self Enroll Catalog” module on your home page, and click on the “BB Essentials Online Training” folder.



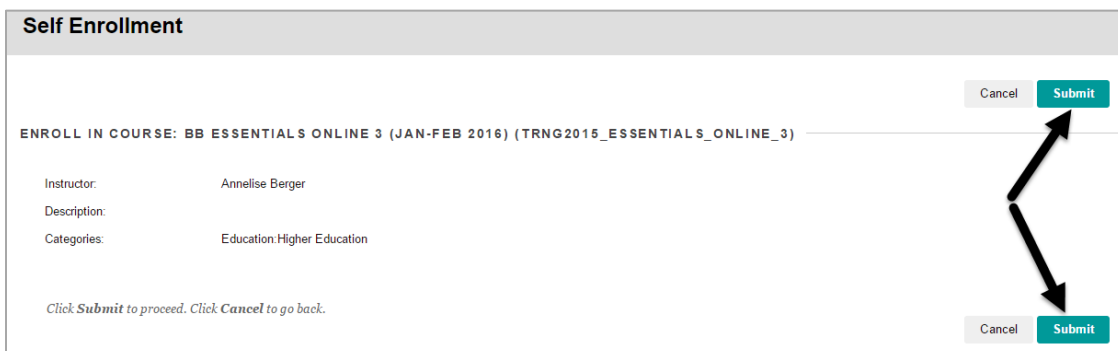
3. On the “Browse Course Catalog page, hover over the name of the course until you see the round dropdown arrow.



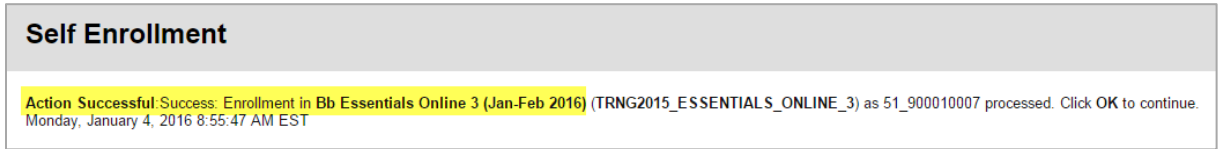
4. Click the arrow and select “enroll.”



5. On the Self Enrollment page, click either Submit button.



6. You will be taken to a confirmation page stating that the action was successful.



7. Click the **OK** button in the bottom right-hand corner.
8. Return to your home page and verify that the course now appears on your course list. If it doesn't, refresh your browser page and check again (click the circular arrow to the left or right of the browser's URL navigation bar).

