# Self-Enrollment for myNKU Training Workshops

Location(s): Blackboard

Purpose: Perform these steps when you need to self-enroll for any of the online myNKU training courses. Traditional face-to-face training workshops are still regularly scheduled. Please visit the myNKU Workshops to register for an upcoming traditional training workshop.

1. Log into Blackboard.
2. Select Courses.
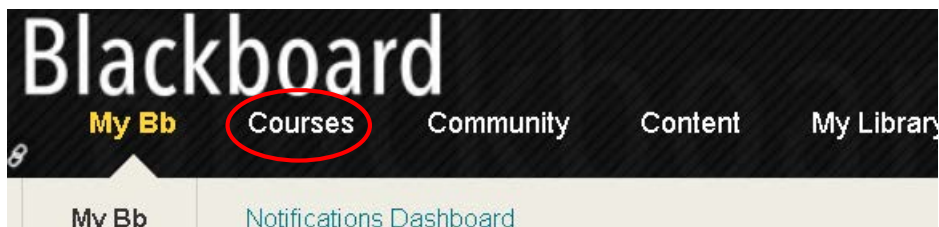
3. In the Course Search field, enter myNKU.
4. Click Go.
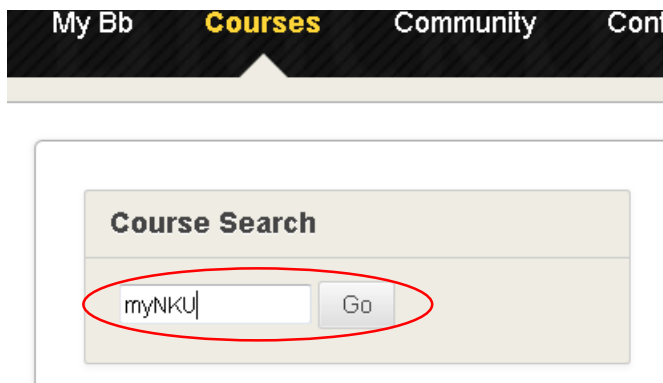
5. Under Course ID, hover the mouse over the desired course, and select the drop-down arrow.

   - Please note that more online training workshops are being developed.
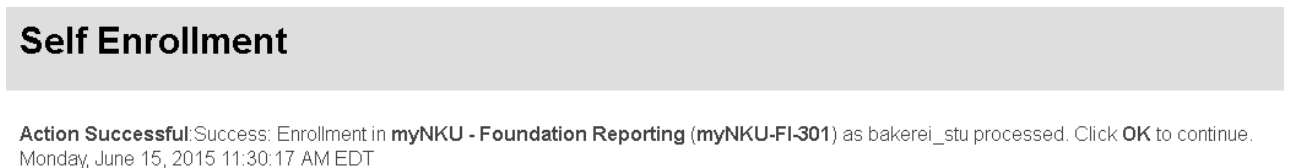
6. Select Enroll.

- A Self-Enrollment page will display.
- Note the course name will be for the online training selected.

7. Click either Submit button.

8. A confirmation message will display.

9. Click OK towards the bottom of the screen for the training course to open.

Congratulations! You have successfully self-enrolled for an online training course. If you are unable to complete the training at this time, it is available on the landing page of Blackboard under My Courses, to complete at a later time.