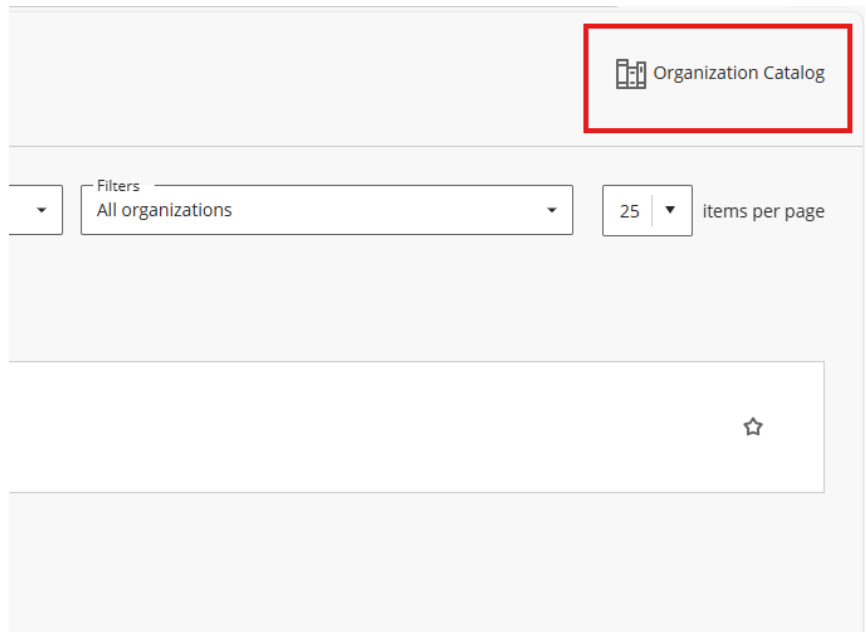
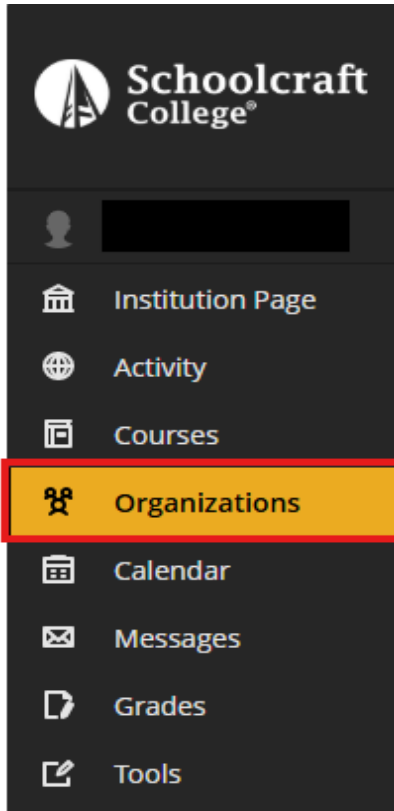


How To: Self-enroll in TEAS Prep Organization

- 1.) From Blackboard's base navigation, locate the *Organizations* menu item and select it. If you are already enrolled in an organization, you will see it listed here, along with its organization ID, title, and leader. To access a list of organizations that you have yet to enroll in, select the *Organization Catalog* on the top right-hand side.



2.) Using the catalog, you may search for LSS.TEASPrep

Organization Catalog

Search Catalog Organization Name Contains AND Creation Date Before

Browse Categories

Select a category to see only organizations belonging to that category

Browse Terms

Select a term to see only organizations belonging to that term

3.) Once you locate LSS.TEASPrep, hover over the name until a down arrow appears. Click that arrow to open the drop-down menu. Select *Enroll*.

ORGANIZATION ID ▲

LSS.TEASPrep ▼

4.) Review the Organization details on the next page to confirm you have selected the correct training, then select *Submit*.

5.) You will receive confirmation that your enrollment was successful. You may then click *OK* in the bottom corner to proceed into the Organization or open it later from the Organizations menu item on the Blackboard base navigation page.