Instructions on How to Access New Student Orientation in Blackboard

Log into <u>Blackboard</u> using the credentials you were provided by CTC Technology. You will use your username (not full email address) and password.

Faculty and Students	
	Chattahoochee TECHNICAL COLLEGE

Once you have logged into Blackboard successfully, please follow the steps below.

- 1. Scroll to "Organization Catalog"
- 2. Click "Enroll into New Student Orientation"

Organization Catalog		
Enroll into Blackboard Student Orientation		
Enroll into Exemption Testing Organization		
Enroll into New Student Orientation (NSO)		
Eaculty Organizations		
Browse Organization Catalog		

3. Click the arrow at the end of the term you are enrolling for. Ex. 827_NSO_ORGANIZATION_SUM202016 (Summer 2020 term)

Organization ID 🛆	Organization Name		
827_NSO_ORGANIZATION_FALL202112 📀	New Student Orientation Fall 202112		
827_NSO_ORGANIZATION_SPR202114 💿	New Student Orientation Spring 202114		
827_NSO_ORGANIZATION_SUM202016	New Student Orientation Summer 202016		
Enroll			
4. Click "Enroll"			
Self Enrollment			
ENROLL IN ORGANIZATION: NEW STUDENT ORIENTATION SUMMER 202016 (827_NSO_ORGANIZATION_SUM202016)			
Description: Categories: Education Higher Education			
This organization requires an enrollment access code from the instructor. Enter the enrollment access code and click Submit to enroll.			
Access Code			
Click Submit to proceed.	Cancel Submit		

5. Enter "Access Code" and then "Submit."