Instructions for Self-Enrolling into the Responsible Conduct of Research for Undergraduate Researchers Blackboard Organization

1. Go to [http://elearning.villanova.edu](http://elearning.villanova.edu)

2. Click on the University seal and then login.

3. Upon entering the Blackboard portal, locate the "Organization Catalog" in the upper-right side then click on "Available for Self Enrollment.

4. In the "Browse Organization Catalog", click the drop-down arrow to view the categories then select "College of Arts & Sciences (6)" then click "Go".
5. Go to the Responsible Conduct of Research for Undergraduate Researchers Organization then click the action-link to the right of the Organization ID "Fall15_Spr16_RCRUR". Next click "Enroll".

6. Confirm the enrollment and then click the Submit button to complete the process.

7. You will receive a confirmation/success message. Click OK.
8. You will be entered into the Organization. Please utilize the menu on the left side to navigate the organization.

9. The Organization will now appear under the My Organizations module in the upper-right side of the Blackboard portal. Click on the Organization's link to enter it.

If you require assistance, please contact the Help Desk by calling (610-519-7777), emailing (support@villanova.edu) or walk in (Vasey Hall, Room 101).