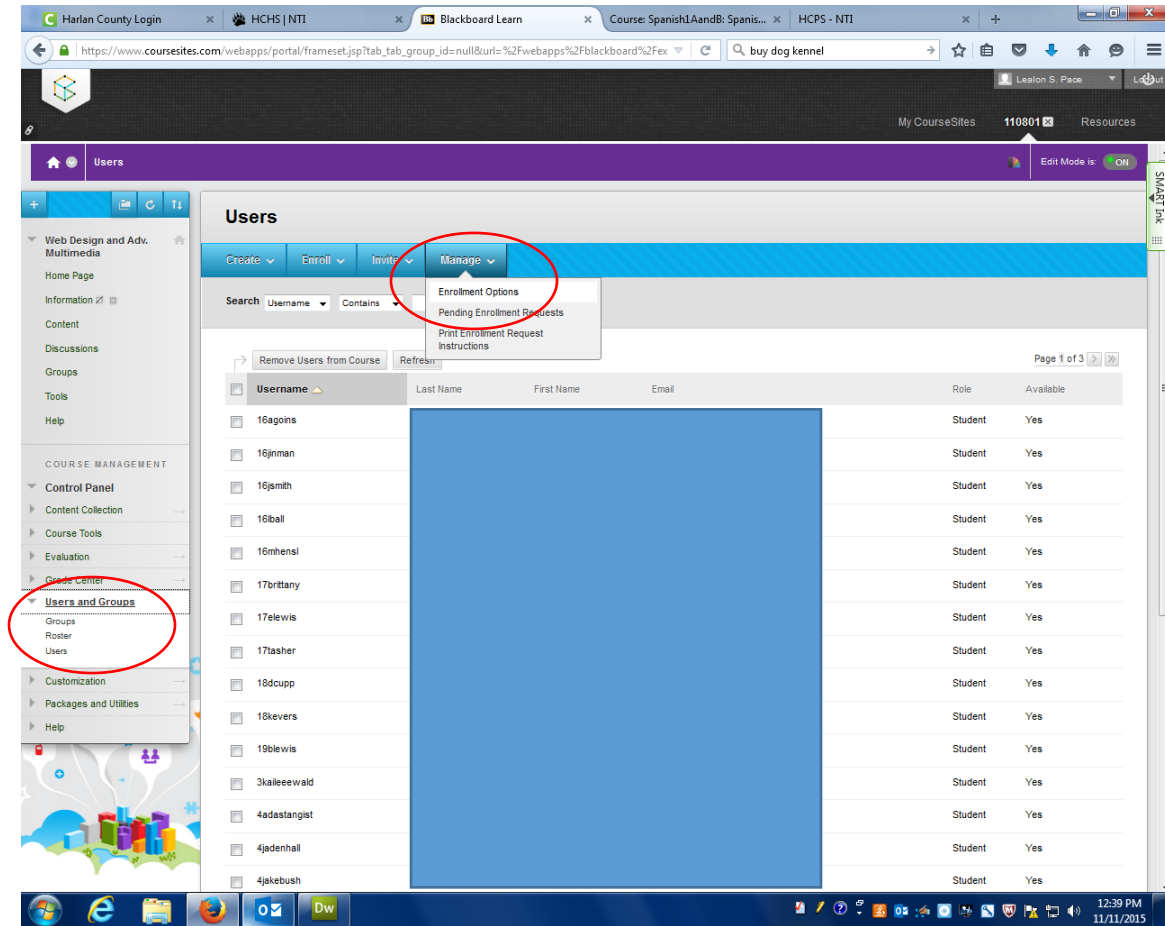


# How to Change the Enrollment Option to 'Self Enroll'

I've sent previous documents regarding how to get logged in, accessing your courses from your Dashboard, adding Content (NTI documents), instructions for student enrollment, etc. By far the easiest way to get your students enrolled is by selecting the 'Self Enroll' option for each of your courses. That will allow them to either login with their existing Coursesites account or to create one, both of which will allow them to enroll automatically.

1. After logging in, click on your course, scroll down to the left and click on Users and Groups and then Users.
2. Under the Manage tab, select Enrollment Options.



3. Select Self-Enroll beside of the Enrollment Type option. Your students will now be able to enroll into your courses without you have to invite them or them having to request enrollment which would require more work on your end.

## ENROLLMENT TYPE

*Choose your preferred enrollment type. Further options will display, based on your selection*

★ Enrollment Type

Instructor-Controlled  Self-Enroll

Start Date

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*