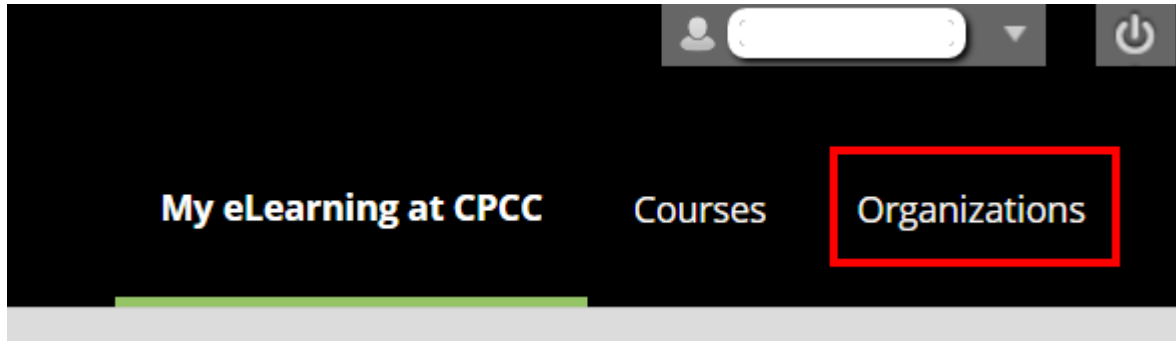



Online Learning Introduction Instructions

Follow the below steps to access and complete the Online Learning Introduction. If you have questions or issues accessing the OLI, contact the ITS HelpDesk at 704-330-5000 or helpdesk@cpcc.edu. You may also visit the [FAQ](#).

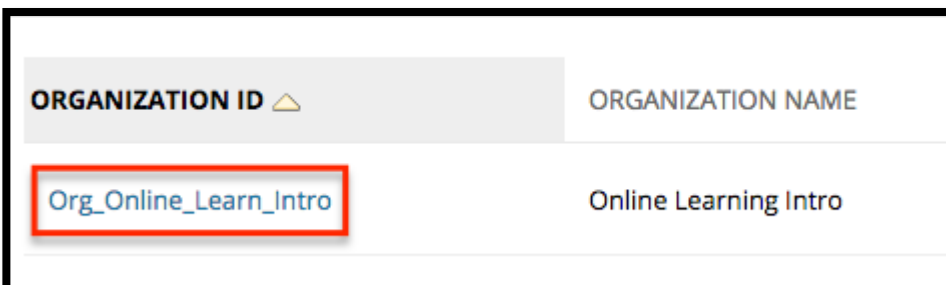
1. Visit <http://blackboard.cpcc.edu> to access the Blackboard system.
2. Enter your CPCC user name and password when prompted to log in.
3. Once you are logged in, select **Organizations** (upper right).




4. In the Organization Search box, enter "online learning" and click **Go**.

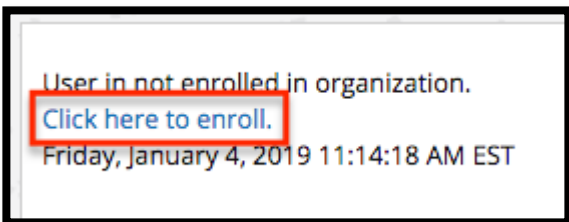
A screenshot of the "Organization Search" form. The form has a title "Organization Search" in blue text. Below the title is a white search input box and a blue "Go" button.

5. In the list of options near the bottom of the screen, select **Org_Online_Learn_Intro**.

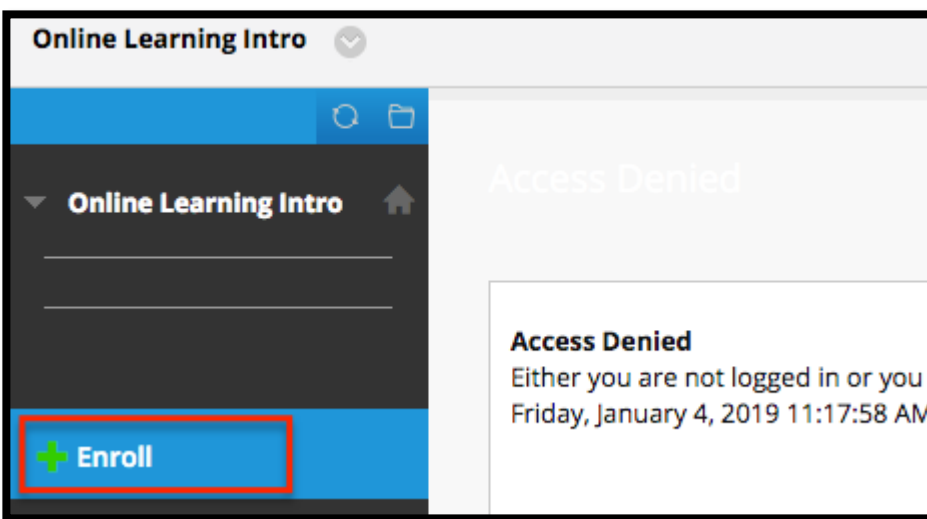


ORGANIZATION ID 	ORGANIZATION NAME
Org_Online_Learn_Intro	Online Learning Intro

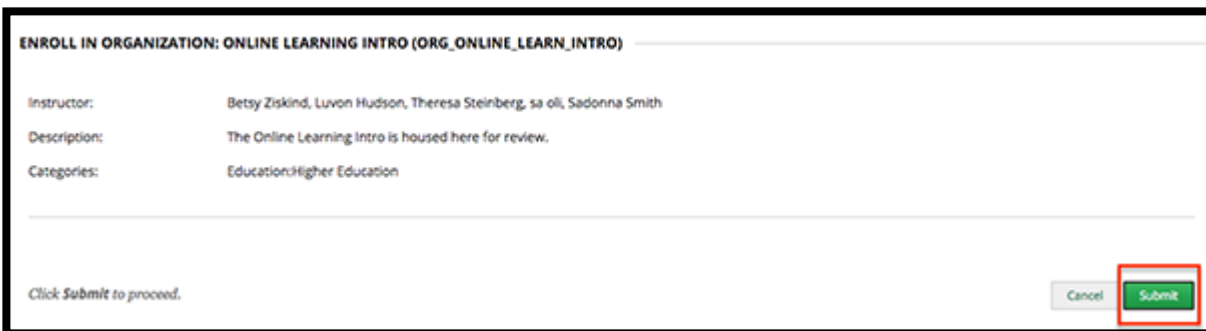
6. You will receive a message indicating you are not yet enrolled. Select **Click here to enroll** to complete the enrollment process.



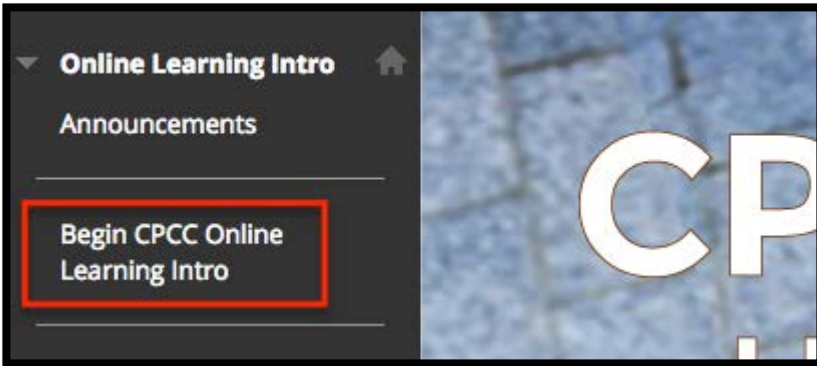
7. You will receive a message saying "Access Denied." Ignore this message. Click the **plus (+) sign/Enroll** link.



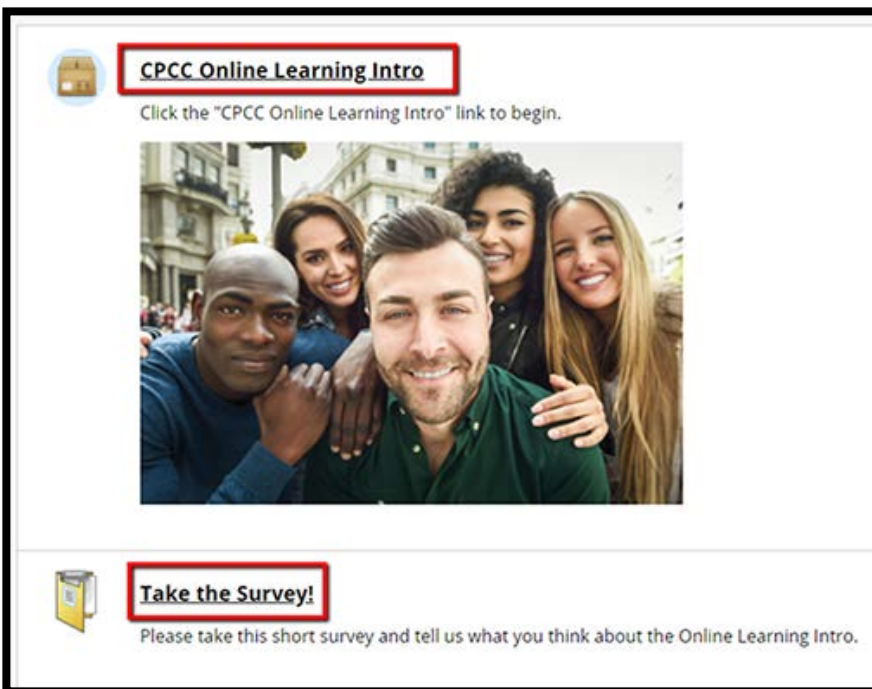
8. You will receive a message asking for confirmation that you want to enroll in the Online Learning Intro. Click the **Submit** button in the lower right to complete enrollment.



9. You will receive an **Action Successful** message. This indicates you are successfully enrolled in the Online Learning Intro. Click **OK** in the lower right to continue.
10. Under Announcements in the center of the screen, click **Begin CPCC Online Learning Intro**.



11. To access the modules, select CPCC Online Learning Intro. It will open in a new window. Complete the Intro on a laptop or PC with an up-to-date web browser, using headphones or a speaker.



Please be sure to take a few moments to give us feedback about your experience using the **Take the Survey!** link.

Within a few minutes after completing the intro, you will receive a message that you are now able to register for online classes.