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->Login to Blackboard Connect

- Click "Courses" (beside "My Connect" in the dark blue menu bar)
- Scroll down the page to the Course Catalogue box
- Click on "Browse Course Catalog"
  - In the search catalog box: ensure that course = name; contains; and type in "cpa"
    - Click go
    - You will see a course ID at the bottom of the screen (as shown below)

		My Connect	Courses	Library	Resources	Content Collection
urse Catalog						
Browse Course Catalog						
Search Catalog Course Name + Conta	ins + cpa AND Cre	ation Date Before	\$ 05/10/2	014	Go	
Browse Terms Select a term to see only courses belonging to that term unspecified term : Go	1					
Browse Terms Select a term to see only courses belonging to that term unspecified term :) Go Course ID _	e Course Name	UBC Instruct	or Names	D	Description	Textbooks

- Put your mouse over the course ID "WS.UBC.CPA.Summer.Prep.Series.2014S"
  - o It will be highlighted
- Put your mouse over area at the end of the "WS.UBC.CPA.Summer.Prep.Series.2014S" and a small down arrow will appear
  - Click on the down arrow and the "Enroll" button will appear (as shown below)

		My Connect	Courses	Library	Resources	Content Collect
urse Catalog						
Browse Course Catalog						
Search Catalog Course Name +) Cor	itains 🕴 😡	AND Creation Date Before	÷ 05/10/2	014	Go	
Browse Terms Select a term to see only courses belonging to that te unspecified term 3 Go	rm					
Course ID 🛆	Course Name	UBC Instruc	tor Names	De	escription	Textbooks
WS.UBC.CPA.Summer.Prep.Series.20145	COLA CPA Summer Prep Series	Michelle Wa	tson			
Enroll		ſ	Displaying 1 t	o 1 of 1 iter	ns Show a	All Edit Paging.

- Finally, click "Enroll"; the password is "cpa2014" (you are now enrolled in the course)
  - Go back to "My Connect" and this course should be shown under "No Term Assigned" (you may have to click on the "No Term Assigned" as shown below to show all the courses)

No Term Assigned
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 If you do not see "No Term Assigned", you may need to click on the cog beside "course list" widget (as shown below to show the "No Term Assigned" category on the main page)

