# **Enrolling in Courses**

Enrolling in a course is easy. As a learner, you will add courses to your shopping cart, checkout, and learn about the approval process for course enrollments.

## **Adding a Course to your Shopping Cart**

1. Select View Course Catalog.



1. Before adding a course to the cart please review the more information to determine what the requirements are to complete the course
2. Select Add to Cart using the button inside the course tile.



## **Checking Out**

Your Shopping Cart will reflect the courses selected for enrollment by showing a number next to the cart.

1. To view all items in your cart, simply click on the shopping cart icon.
2. When satisfied with your selection(s), select Proceed to Checkout.



1. Review for accuracy and select Submit.



1. Once you receive notification that your registration was received, select Go to Dashboard.

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**For more information, please visit the Blackboard Learning Management System (LMS) page, located on the DOR website.**