



Self-Enrollment for the ERE Online Basics of Energy Course (SA.680.600)

In Blackboard

1. Visit <https://blackboard.jhu.edu/>
2. Login with your JHED
3. Click on the **Community** tab near the top of the screen
4. Under Organization Catalog, click on the **SAIS** folder
5. In the Search Catalog tool at the top of the screen, type "**basics**" in the search field

Search Catalog Organization Name Contains basics
AND Creation Date Before 06/01/2012 Go
 Search this Category Search Entire Catalog

6. Place your cursor on the row that lists the 'ERE Basics of Energy' title, and click on the small drop down arrow at the end. Click **Enroll**
7. On the next screen, click the blue **Submit** button
8. You'll then see a Self Enrollment screen that should say "Successful". Above that is a grey bar that says **ERE Basics of Energy Course**. Click on that link to access the site
9. To access the site in the future, log into Blackboard and click the **Community** tab

After You Complete the ERE Online Basics of Energy Course

Completion of the online course will NOT immediately allow you to register for classes.

****The ERE Program Coordinator has to manually add the course waiver to SIS so you can register.****

SIS and Blackboard are not linked, so the Blackboard grades do not automatically post to SIS. Once the waiver is added, **it may take 24 hours before you can register.**

Course completion could take you two days or two weeks depending on how diligent you are.

The ERE Online Basics of Energy (OBE) waivers are added once a week (on Mondays) or daily during fall and spring enrollment. **OBE waivers can ONLY be posted during BUSINESS HOURS (Monday – Friday, 9 am – 5 pm).**

Contact ERE Program Coord., Shonda Hurt (shurt3@jhu.edu) if you need the waiver posted on a weekday other than Monday. **Do not contact the Registrar** as they can't remove the waiver without ERE's review.