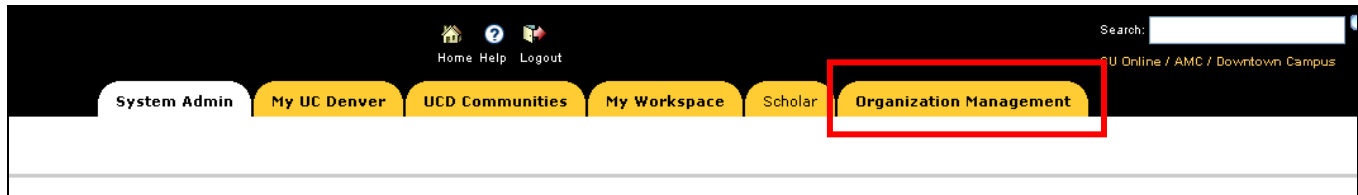
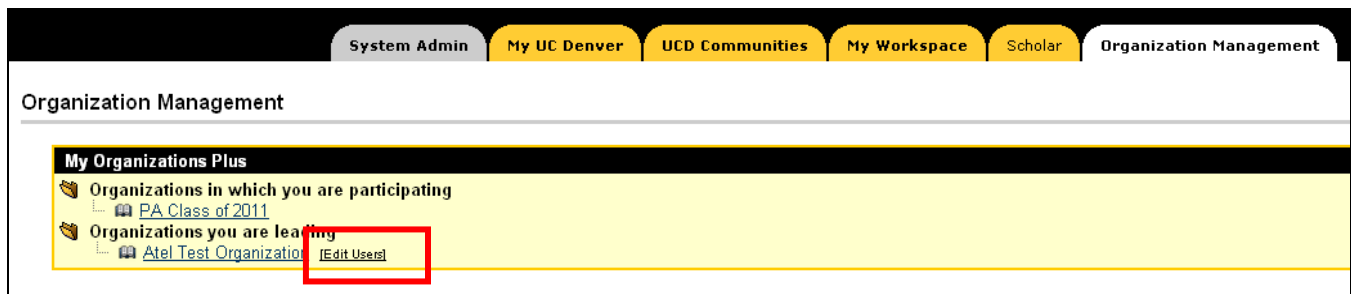


Bb Organization –Enroll Individual Users

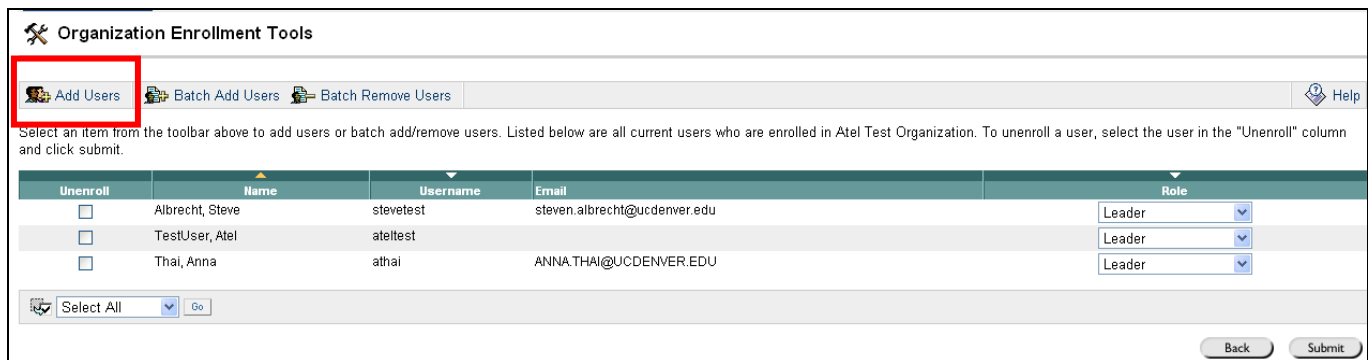
1. Login to Blackboard at <http://blackboard.cuonline.edu> with your username and password
2. Click on the **Organization Management** tab (if you don't see this tab, contact the help desk at help@cuonline.edu to request that you get access to this tab)



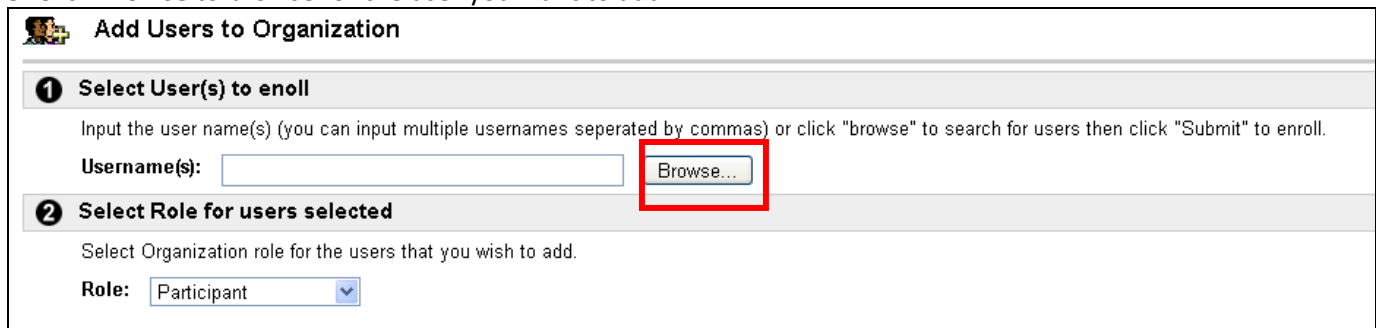
3. Select **Edit users** next to the organization that you have access to



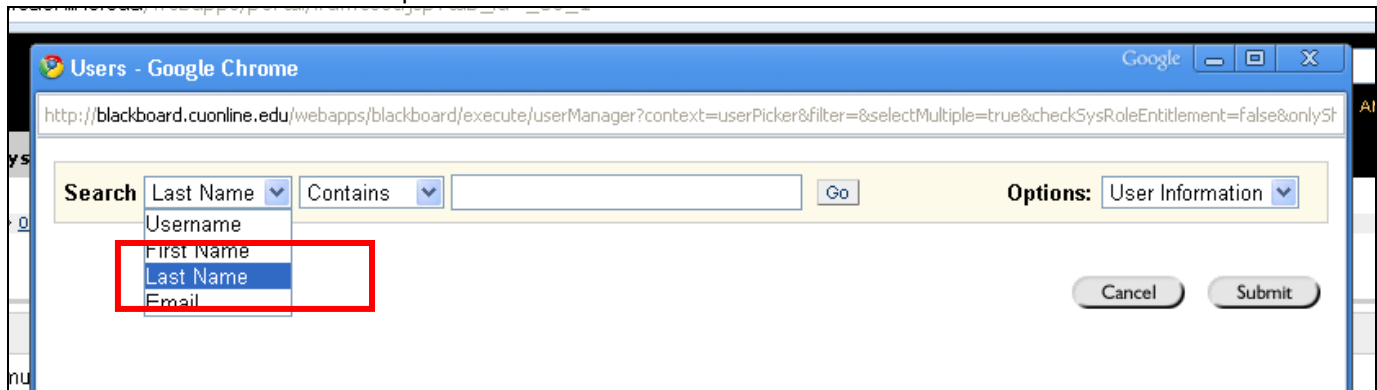
4. Click **Add Users**



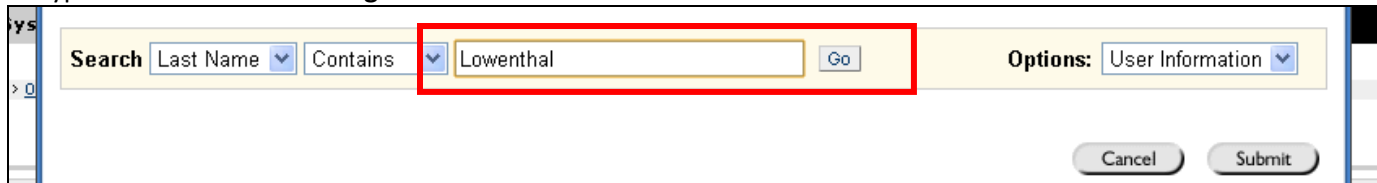
5. Click **Browse** to browse for the user you want to add



6. Select **Last Name** from the drop down list



7. Type in last name and click **go**



8. Select the user you want to add and click **submit**

Status	Last Name	First Name	Username	Email
<input type="checkbox"/>	Lowenthal	Patrick	patrick	patrick.lowenthal@UCDENVER.EDU
<input checked="" type="checkbox"/>	Lowenthal	Patrick	ploenthal	patrick.lowenthal@UCDENVER.EDU
<input type="checkbox"/>	Lowenthal	patrickinstructor	patrickinstructor	PATRICK.LOWENTHAL@UCDNEVER.EDU

Select All Items Per Page 25

9. Select **Role** and click **Add**

[GRADUATE BUSINESS SCHOOL STUDENT ORIENTATION](#) > [ORGANIZATION ENROLLMENT TOOLS](#) > ADD USERS TO ORGANIZATION

Add Users to Organization

1 Select User(s) to enroll
 Input the user name(s) (you can input multiple usernames separated by commas) or click "browse" to search for users then click "Submit" to enroll.
 Username(s):

2 Select Role for users selected
 Select Organization role for the users that you wish to add.

Role:

- Participant
- Organization Builder
- Grader
- Assistant
- Leader