Instructions for enrolling in NOBTS Blackboard

*Note: you must be on a computer with Internet access and be connected to the Internet to access NOBTS – Blackboard.

Step 1: Open your web browser to the seminary home page at **http://www.nobts.edu**

Step 2: Click on the **Blackboard** tab.

Step 3: When the new page opens, log in on your account proceed to Step 6. If you do not have an account, choose the **Create Account** button on the left and proceed to step 4.

Step 4: Enter in your information. (Note: Fields with a red asterisk are required fields). When finished entering your information, click **Submit**.

Step 5: When the next page loads, confirming your registration, click **OK**. (Note: You only need to create one account on NOBTS Blackboard. You do not need a new account for each class.)

Step 6: Now, your personal NOBTS – Blackboard home page should appear. To enroll in a class, click on the **Courses** tab at the top of the page.

Step 7: In the **Course Catalog Box** click on **Browse Course Catalog**. You will then Search for the course (Recommend Searching by Course ID, Name or Instructor). Select **Go** once you fill in the information.

Step 8: When your course appears, **Highlight** the course by moving your mouse over the course. An **Arrow** should appear next to the Course Id/Name/Instructor. Click on the **Arrow** and select **Enroll.**

Step 9: Click **Submit**

Step 10: Click **OK** when the confirmation page appears.

*Note: If your course does not appear after several different search attempts, the course has not been uploaded. You may contact your professor.

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