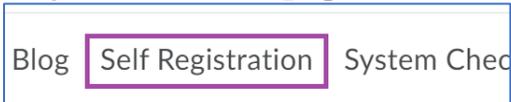**Bow Valley College**

Only the systems administrator can setup a course to accept self-registration in Brightspace. To register in a course that is setup with self-registration option, take the following steps.

1. On your D2L home page, choose Self Registration from the navigation bar

   Blog | **Self Registration** | System Chec

2. Scroll through the list that opens and click on the course you want to register in.

smnc_2021	Supporting Mental Health on Campus – Employee Training
sp_cbeawa	Competency Based Education (CBE) Awareness
sv_staff	Responding to Disclosures of Sexual Violence Training – Staff

3. In the page that opens, click on the *Register* button
   The *Registration Form* opens. It is pre-populated with your information.

4. Click on the *Submit* button.

5. Click on the *Finish* button in the *Confirmation* page.

   Registration Summary page opens. You can click on the link provided and navigate directly to the course. Also, course will be available from the *Selection a course ...* menu option.

   rtfolio   Blog   Self Registration   System Check   Brightspace Help

   Registration Summary

   - Go to course offering Competency Based Education (CBE) Awareness
   - Register for another course

   Done