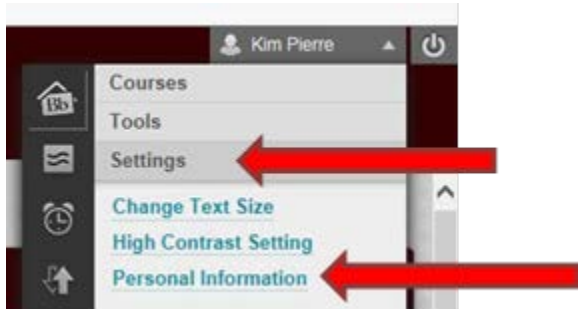


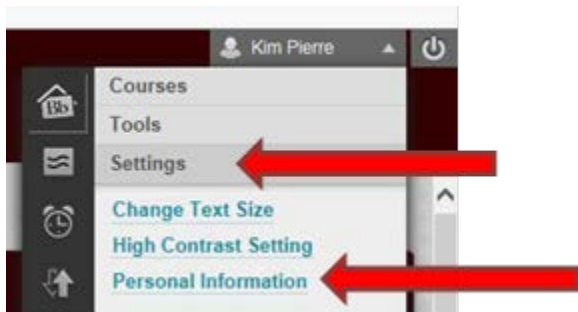
## Self-Enrollment for Basic Leader Course Students

NOTE: You must enroll into the course between **15 April 2020 and 29 April 2020**.

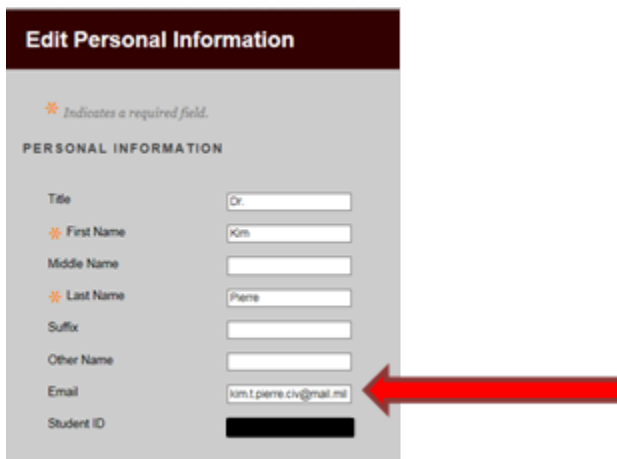
1. First, you must login into <https://blc.ncoes.army.mil> with AKO username and password orCAC.
2. Check your email address in Blackboard.
  - Go to the top right corner and click on **your name**
  - Click on **Settings**



- Then, click on **Edit Personal Information**

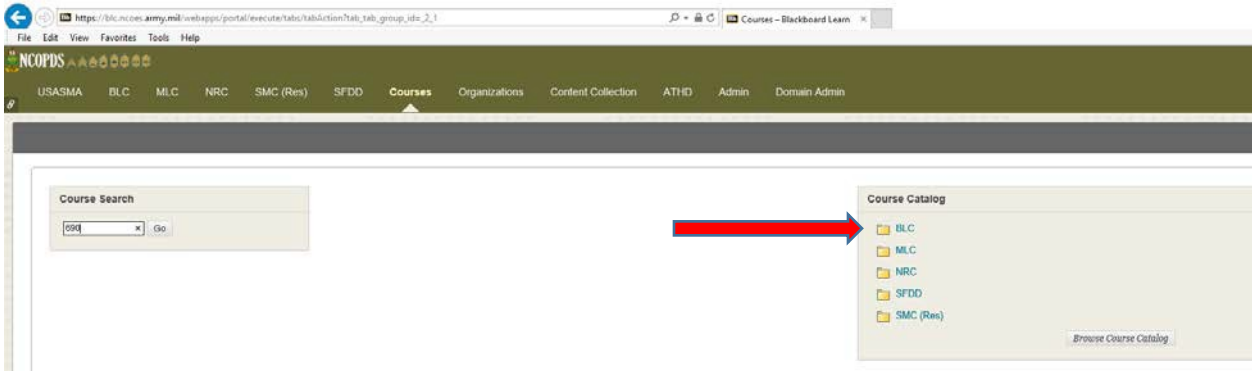


- Change your email to your **.mil** email address and then click **Submit**

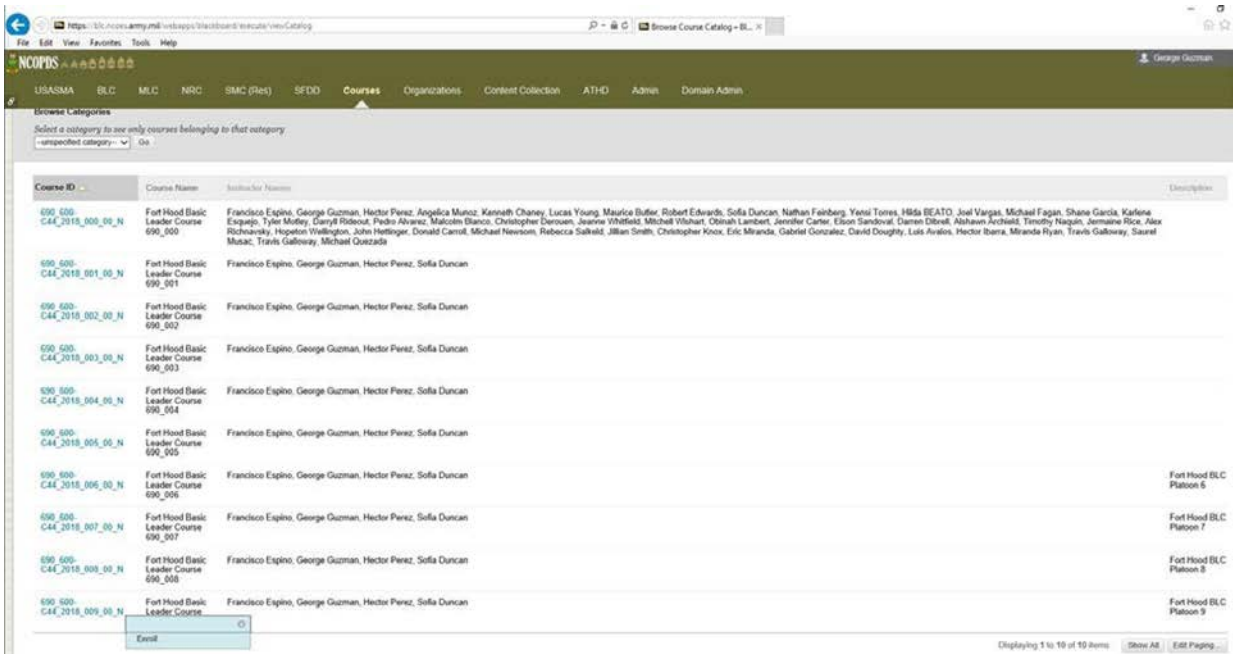
A screenshot of the 'Edit Personal Information' form. The title 'Edit Personal Information' is at the top. Below it, a note says '\* Indicates a required field.' The form is titled 'PERSONAL INFORMATION' and contains several fields: 'Title' (with a dropdown menu), 'First Name' (with 'Kim' entered), 'Middle Name' (empty), 'Last Name' (with 'Pierre' entered), 'Suffix' (empty), 'Other Name' (empty), 'Email' (with 'kim.t.pierre.civ@mail.mil' entered), and 'Student ID' (with a blacked-out field). A red arrow points to the 'Email' field.

## Self-Enrollment for Basic Leader Course Students

3. Once logged in click on the **Courses** tab at the top of the page. Under **Course Catalog**, select the **BLC** folder.

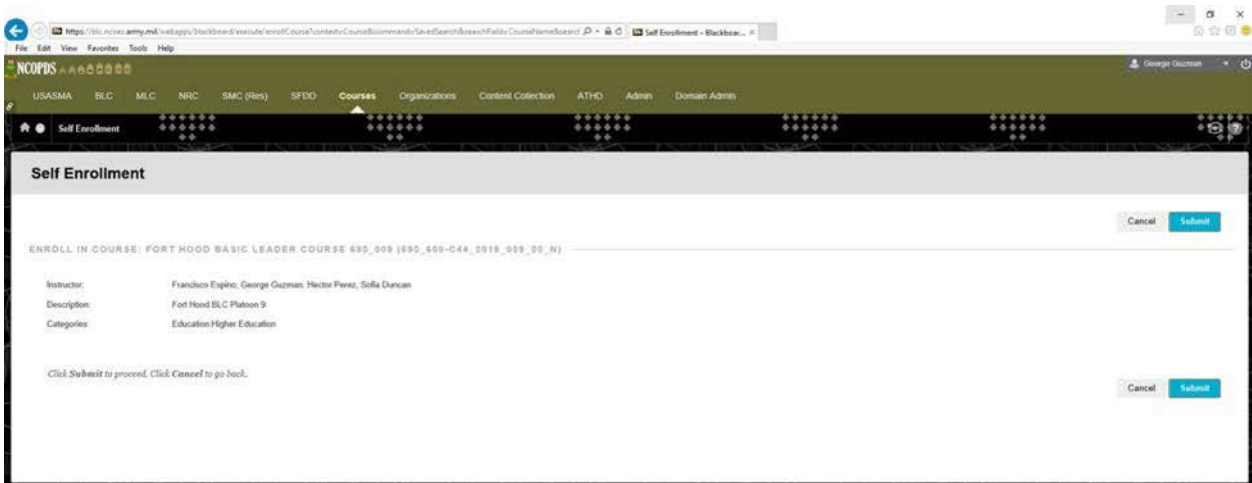


4. This will bring up a list of BLC courses for your school. The Course ID for your BLC Course is **E400\_600-C44\_2020\_005\_00\_N**. You will need to scroll through the pages to find the course. Hover over Course ID in blue, select drop down immediately beside the course ID, click, and select **Enroll** in blue box.

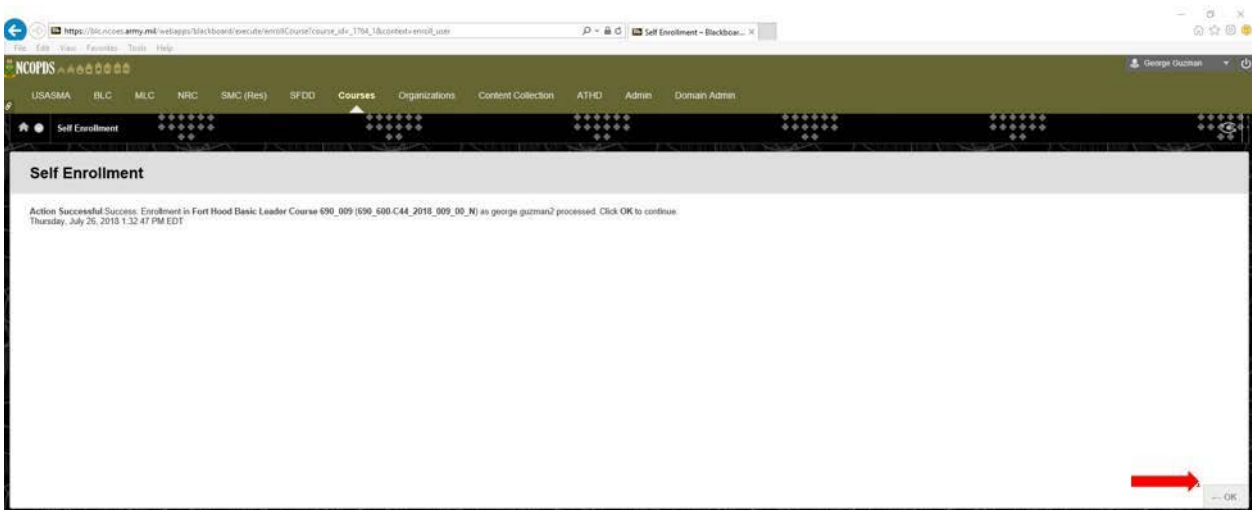


## Self-Enrollment for Basic Leader Course Students

5. The Self-enrollment screen will populate. Click on the **Submit** button.



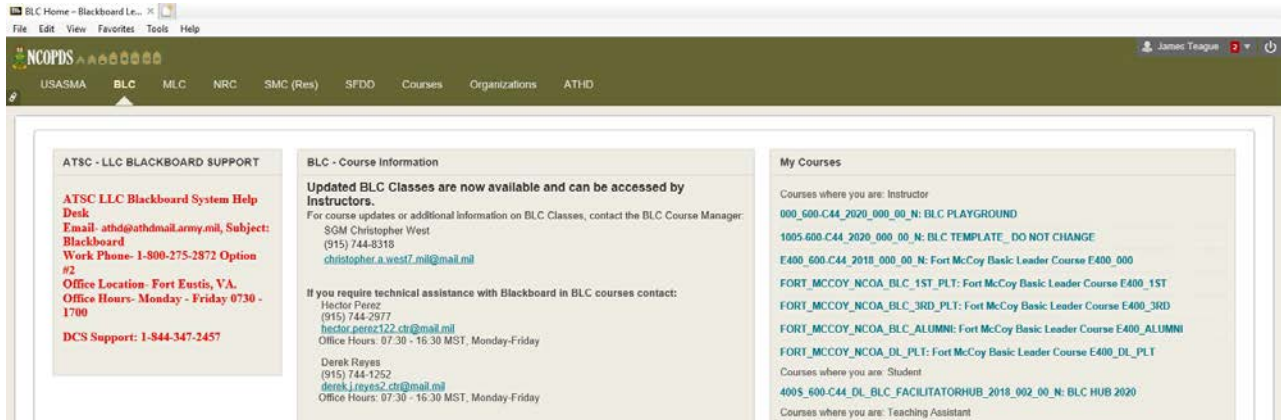
6. After you click on submit on the Self-Enrollment screen, scroll to the bottom of the page, and click the **OK** button in the right lower hand corner.



## Self-Enrollment for Basic Leader Course Students

7. Once enrolled, the course should populate in your courses.

- Return to your dashboard by selecting the BLC Link in the top toolbar



The screenshot shows the Blackboard LMS dashboard for a user named James Teague. The top navigation bar includes links for USASMA, BLC, MLC, NRC, SMC (Res), SFDD, Courses, Organizations, and ATHD. The main content area is divided into three columns:

- ATSC - LLC BLACKBOARD SUPPORT:** ATSC LLC Blackboard System Help Desk. Email: [athd@athdmail.army.mil](mailto:athd@athdmail.army.mil), Subject: Blackboard. Work Phone: 1-800-275-2872 Option #2. Office Location: Fort Eustis, VA. Office Hours: Monday - Friday 0730 - 1700. DCS Support: 1-844-347-2457.
- BLC - Course Information:** Updated BLC Classes are now available and can be accessed by instructors. For course updates or additional information on BLC Classes, contact the BLC Course Manager: SGM Christopher West (915) 744-8318, [christopher.a.west7.mil@mail.mil](mailto:christopher.a.west7.mil@mail.mil). If you require technical assistance with Blackboard in BLC courses contact: Hector Perez (915) 744-2977, [hector.perez122.ctr@mail.mil](mailto:hector.perez122.ctr@mail.mil), Office Hours: 07:30 - 16:30 MST, Monday-Friday; Derek Reyes (915) 744-1252, [derek.j.reyes2.ctr@mail.mil](mailto:derek.j.reyes2.ctr@mail.mil), Office Hours: 07:30 - 16:30 MST, Monday-Friday.
- My Courses:** Courses where you are: Instructor. 000\_600-C44\_2020\_000\_00\_N: BLC PLAYGROUND; 1005\_600-C44\_2020\_000\_00\_N: BLC TEMPLATE\_ DO NOT CHANGE; E400\_600-C44\_2018\_000\_00\_N: Fort McCoy Basic Leader Course E400\_000; FORT\_MCCOY\_NCOA\_BLC\_1ST\_PLT: Fort McCoy Basic Leader Course E400\_1ST; FORT\_MCCOY\_NCOA\_BLC\_3RD\_PLT: Fort McCoy Basic Leader Course E400\_3RD; FORT\_MCCOY\_NCOA\_BLC\_ALUMNI: Fort McCoy Basic Leader Course E400\_ALUMNI; FORT\_MCCOY\_NCOA\_DL\_PLT: Fort McCoy Basic Leader Course E400\_DL\_PLT. Courses where you are: Student. 400\$\_600-C44\_DL\_BLC\_FACILITATORHUB\_2018\_002\_00\_N: BLC HUB 2020. Courses where you are: Teaching Assistant.

- You will now be able to access your course by selecting **E400\_600-C44\_2020\_005\_00\_N: Ft McCoy BLC 501-20**

8. If you have difficulty enrolling in the course:

- First, contact the Blackboard System Help desk:
  - Email- [athd@athdmail.army.mil](mailto:athd@athdmail.army.mil) , Subject: Blackboard
  - Work Phone- 1-800-275-2872 Option #2
  - Office Hours- Monday - Friday 0730 - 1700
  - DCS Support: 1-844-347-2457
- Second, contact the Academy S6 Team:
  - Email- [usarmy.usarc.83-usarrtc.list.ncoa-fort-mccoy-s6@mail.mil](mailto:usarmy.usarc.83-usarrtc.list.ncoa-fort-mccoy-s6@mail.mil)