# HOW TO ENROLL IN YOUR SANCTION COURSE – INSTRUCTIONS

## 1. CONTEXT
As a result of being found responsible for a policy violation(s), the Hearing Officer has assigned you to a sanction course. Below are written and visual instructions on how to enroll in your sanction course. Steps 1 – 13 are applicable to students who have been instructed to self-enroll to their sanction course. For students who have been manually enrolled, follow steps 9 – 13.

## 2. INSTRUCTIONS

<table>
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<tr>
<th>Written Instructions</th>
<th>Visual Instructions</th>
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</table>
| 1. It is recommended you use Google Chrome as your web browser for Blackboard | ![Google Chrome](https://via.placeholder.com/150)
| 2. Direct your browser to: [https://mymasonportal.gmu.edu](https://mymasonportal.gmu.edu)  
   - a. Log in using your Mason NetID/Patriot Pass credentials | ![Mason Bb Login](https://via.placeholder.com/150)
| 3. Click on Organizations  
   - a. Located on the top right side of the screen | ![Organizations](https://via.placeholder.com/150)
| 4. Towards the top of the screen, you should see the Organization Search box  
   - a. Type “HRL Community Standards” and click the black Go button right next to the box  
   - b. If you are having issues finding the organization, click here. When the window opens up, skip to step 7 | ![Organization Search](https://via.placeholder.com/150)
| 5. Hover your mouse over the Organization ID and a gray arrow should appear  
   - a. Click on the gray arrow | ![Organization ID](https://via.placeholder.com/150)
| 6. Click Enroll | ![Enroll](https://via.placeholder.com/150)
| 7. Enter the access code found in your Decision Letter in the Access Code box | ![Access Code](https://via.placeholder.com/150)
| 8. After you have enrolled in the organization, you should receive a successful message | ![OK](https://via.placeholder.com/150)
<table>
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<tr>
<th>Step</th>
<th>Description</th>
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<tbody>
<tr>
<td>a.</td>
<td>Click <strong>OK</strong> on the bottom right of the screen to enter the organization and sign-up for your specific module</td>
</tr>
<tr>
<td>9.</td>
<td>On the left side of the screen, side click on <strong>Enroll in a Section</strong></td>
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</tbody>
</table>
| 10. | You will be taken to the groups page. On this page you are to select the course section you were assigned to  
    a.  | Click **Sign Up** under the course that you were assigned to |
| 11. | The system will take you to the course page and you will have to click **Sign Up** once again to confirm the registration |
| 12. | Once you have clicked **Sign Up** once again to confirm the registration, you will go to the left side of the screen and click **Learning Modules**  
    a.  | Note: Sometimes there is about a 15-30-minute delay in the material loading to this page |
| 13. | Select the folder with the title of the course you were sanctioned to begin |

**You should now be able to access your Learning Module.**

**If you encounter any issues, e-mail** [hrlcndct@gmu.edu](mailto:hrlcndct@gmu.edu)