
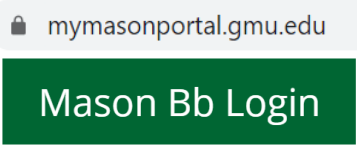
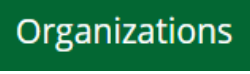
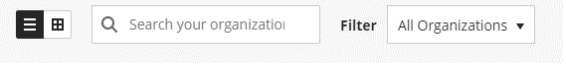
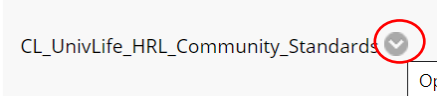
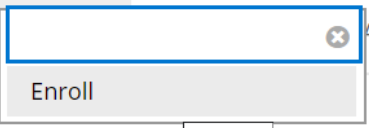
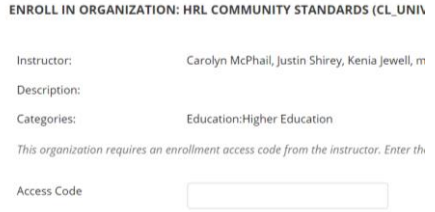
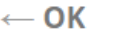


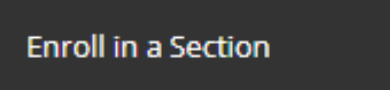
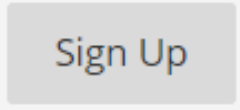
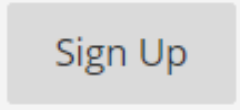
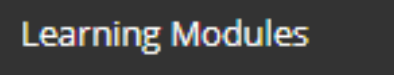

HOW TO ENROLL IN YOUR SANCTION COURSE – INSTRUCTIONS

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

Written Instructions	Visual Instructions
1. It is recommended you use Google Chrome as your web browser for Blackboard	
2. Direct your browser to: https://mymasonportal.gmu.edu a. Log in using your Mason NetID/Patriot Pass credentials	
3. Click on <i>Organizations</i> a. Located on the top right side of the screen	
4. Towards the top of the screen, you should see the <i>Organization Search</i> box a. Type “HRL Community Standards” and click the black <i>Go</i> 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	
5. Hover your mouse over the <i>Organization ID</i> and a gray arrow should appear a. Click on the gray arrow	
6. Click <i>Enroll</i>	
7. Enter the access code found in your Decision Letter in the <i>Access Code</i> box	
8. After you have enrolled in the organization, you should receive a successful message	

<p>a. Click <i>OK</i> on the bottom right of the screen to enter the organization and sign-up for your specific module</p>	
<p>9. On the left side of the screen, side click on <i>Enroll in a Section</i></p>	
<p>10. You will be taken to the groups page. On this page you are to select the course section you were assigned to</p> <p>a. Click <i>Sign Up</i> under the course that you were assigned to</p>	
<p>11. The system will take you to the course page and you will have to click <i>Sign Up</i> once again to confirm the registration</p>	
<p>12. Once you have clicked <i>Sign Up</i> once again to confirm the registration, you will go to the left side of the screen and click <i>Learning Modules</i></p> <p>a. Note: Sometimes there is about a 15-30-minute delay in the material loading to this page</p>	
<p>13. Select the folder with the title of the course you were sanctioned to begin</p>	
<p align="center">You should now be able to access your Learning Module. If you encounter any issues, e-mail hrlcndct@gmu.edu</p>	