# HOW TO ENROLL IN YOUR SANCTION COURSE – INSTRUCTIONS

## CONTEXT
As a result of being found responsible for a policy violation(s), your Hearing Officer has assigned you to a sanction course. Below are written and visual instructions on how to enroll in your sanction course.

Steps 1-16 are applicable to students who have been instructed to self-enroll to their sanction course.

For students who have been manually enrolled, follow steps 1-3 and 12-16.

## INSTRUCTIONS

<table>
<thead>
<tr>
<th>Written Instructions</th>
<th>Visual Instructions</th>
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<tr>
<td>1. It is recommended you use Google Chrome as your web browser for Blackboard.</td>
<td>![Image of Mason Bb Login]</td>
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</table>
| 2. Direct your browser to: https://mymasonportal.gmu.edu/  
   a. Select the green “Mason Bb Login” icon. | |
| 3. Log in using your Patriot Pass credentials. | ![Image of George Mason University login page] |
| 4. Scroll to the bottom of the home page and select “Blackboard Organization Search (and Self-Enroll)” | ![Image of Blackboard login for organization search] |

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5. In the search bar, type in your assigned Organization (HRL Community Standards or Office of Student Conduct).
   a. Ensure that the search qualifications selected are “Name” and “Contains”.

6. Select the arrow next to the Organization’s ID and click “Enroll”.

7. Enter the access code included in your sanction instructions.

8. Select the black “Submit” button in the lower right-hand corner.

9. Select the “OK” button on the lower right-hand corner.

10. Select “Groups” on the left-hand pane.
11. Select the “Sign Up” button under your assigned sanction course.

12. Review the signup sheet instructions and select the grey “Sign Up” button.
   a. Please note that there is a delay in the registration from the moment you click "sign-up". After you have clicked the second sign up button, you should wait about 20-30 minutes before attempting to access the course material; the system is still processing your registration. In 30 minutes, sign out then sign back into Blackboard.

13. After signing out and signing back into Blackboard, select “Organizations” on the left-hand pane. Your assigned organization will now appear.

14. Select your assigned organization (HRL Community Standards or Office of Student Conduct).
15. On the left-hand pane, select “Learning Modules”. Your assigned sanction module will now appear on the screen.
16. Select appropriate sanction module and begin!

If you encounter any issues, e-mail hrcndct@gmu.edu