How to Quick-Enroll in the New Advisor Training Online Blackboard Course

1. Log into Canopy (canopy.uc.edu). Once you’re on the My UC page, click “Courses” in the red navigation bar at the top of the page:

2. In the “course search” box on the left, type “New Advisor Training” and click “go.”

3. From this search, you’ll get one course result. Hover your mouse over the Course ID (Advisor_Training_002). The row will turn yellow and a grey button will appear. Click that button and then click “enroll.”
4. The next page will ask you for the access code. The code is **advising**. Type that into the box and click “submit.”

![Self Enrollment](image)

5. You will receive a message that says “Action Successful.” Click “ok.” This will take you to the New Advisor Training Welcome Page.

![Self Enrollment](image)

That’s it – you’re officially enrolled in New Advisor Training!

If you have questions or issues, please contact pathways@uc.edu