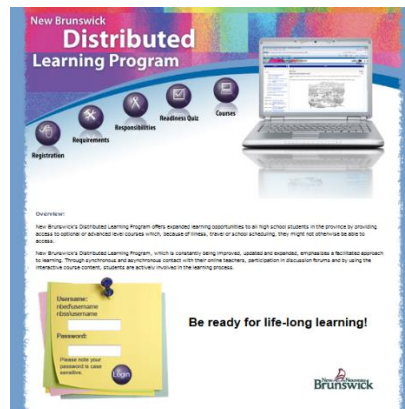


# Blended Learning Courses – Self Registration

## Instructions for Students

- 1) Login on NBVHS at <https://nbvhs.nbed.nb.ca> using your username and password. Type **nbss\** in front of your username. **IMPORTANT:** If you cannot login, try again. Typos are common errors! If you still cannot login see your course instructor.



- 2) Once you are logged in, click on the **Self Registration** link in the navigation bar at the top of the screen on the My Home page.



- 3) You will see a list of courses available for self-registration. Click the name of the course in which you want to enroll.

Self Registering Course Offerings			
Course Offering Code ▼	Course Offering Name	Course Offering Cost	Enrolment Status
CybSecPBL_HTHS_2017-18	<a href="#">Cybersecurity PBL HTHS 2017-18</a>		Requested

- 4) Click on **Register**

Description

[Course Offering List](#) > Course Offering Description

Step 1: View Course Offering Information

Course Offering Name: Cybersecurity PBL HTHS 2017-18  
Course Offering Code: CybSecPBL\_HTHS\_2017-18  
Description:

Cancel Register

- 5) NBVHS will automatically fill in the registration fields with your user information. Click on **Submit**. Click on **Finish**.

The screenshot shows a web interface titled "Registration Form". At the top, there is a breadcrumb trail: "Course Offering List > Course Offering Description > Registration Form". Below this, it says "Step 2: Enter Registration Information". A note states "Required fields are marked with a \*". There are four input fields: "First Name" with the value "Jake", "Last Name" with "TestD2L10", "Email" with "D2L10@email.com", and "Org Defined ID" with "EA\_j\_TestD2L10". At the bottom of the form area, there are two buttons: "Back" on the left and "Submit" on the right. Below the "Submit" button, there is a "Finish" button. Red arrows point from the "Submit" button to the "Finish" button.

- 6) You will see a screen indicating your course instructor will need to approve your registration before you can access the course.
- If you do not need to register for another course, click **Done**.
  - If you need to register for another course, click on Register for another course

The screenshot shows a "Registration Summary" screen. The text reads: "Thank you for your request. Enrolment in Cybersecurity PBL HTHS 2017-18 is subject to approval before you can access Cybersecurity PBL HTHS 2017-18. You will be sent an email telling you whether you've been approved." Below the text, there is a bullet point with a blue link: "• [Register for another course](#)". At the bottom right of the screen, there is a "Done" button. Red arrows point from the "Register for another course" link and the "Done" button.

- 7) Once your instructor approves your registration, the course link(s) will appear in the **My Courses** widget on the **My Home** screen. Note the choice of Role dropdown menu may not appear for you.

The screenshot shows a "My Courses" widget. At the top, it says "My Courses" with a downward arrow. Below that, there is a "Role" section with a dropdown menu currently set to "F2F Student". At the bottom of the widget, there is a link for "Cybersecurity PBL HTHS 2017-18".

**We hope you enjoy your online learning experience! Best wishes!**