**Civitas “Inspire for Advisors” training**

**How to self-enrol to our Blackboard training site**

1. Log into Blackboard, then click on “Courses”.
2. Under “Course Search” on the right side of the page, enter “Civitas” and click on “go”.

3. You should now see the course “ExPERT\_PTCIAT” under “Course ID”.
Click on the round button with the down arrow next to the course ID, then click on “Enrol”.



1. Click on “Submit”.
You should now receive a confirmation message on the next page that states

*Success: [your staff ID] enrolled in Civitas Inspire for Advisors Training for Personal Tutors and Administrative Staff (ExPERT\_PTCIAT).*
2. Click on “Ok” to continue to the course.
3. In the future, the training course will appear in your Blackboard “Courses” area.

**If you have any problems, please contact
TEL support on x4455 or email** **expert-academy@uwl.ac.uk** **with the subject line “Problem with Blackboard self-enrolment”.**