1. Click **My Courses**

2. **Under Course Search**, type in the name of the Course “Learning Online” and click **Go**

3. After the search has been completed, the course name will appear at the bottom. Click the **down arrow** next to the course name to reveal the drop down menu, click **Enroll**

4. Verify the name of the course and confirm self-enrollment by clicking the **submit** button.

5. Verify your enrollment is a success and Click **OK** to exit the confirmation page and enter the course. You will take inside the course. If you receive an “Action unsuccessful” confirmation, please contact CTEIHelp@rush.edu