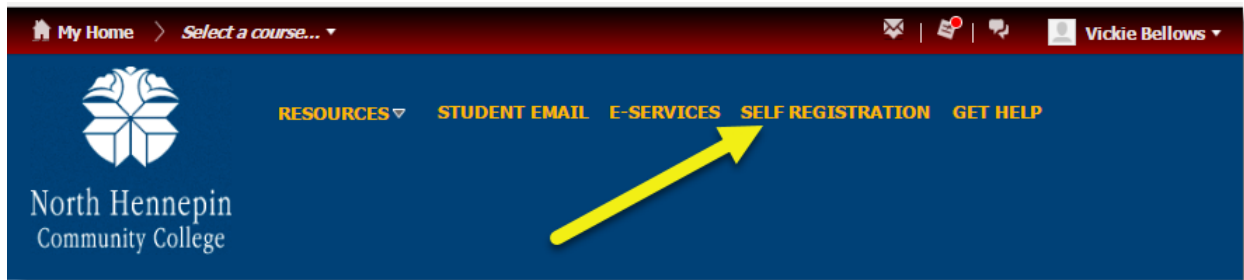


# Instructions on how to self-register and access Common Book Contest page in D2L Brightspace

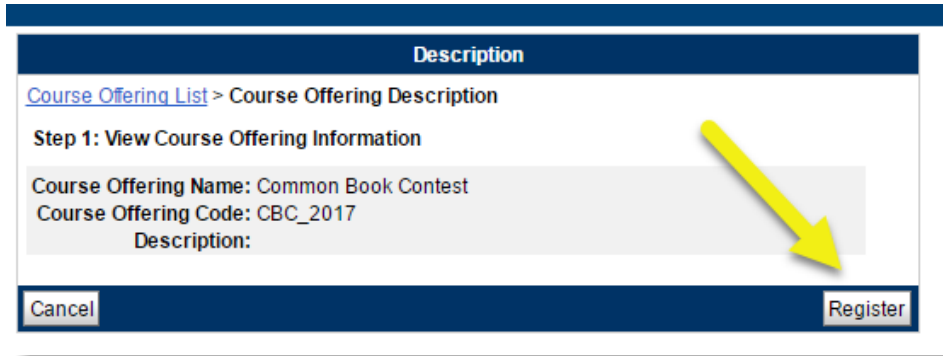
Step 1: On the My Home page, click on *Self Registration* link.



Step 2: From the list that shows courses that are available to self-register, click on the Common Book Contest link.

Self Registering Course Offerings			
Course Offering Code ▲	Course Offering Name	Course Offering Cost	Enrollment Status
AAM_Diversity	<a href="#">African American Movement</a>		Requested
AH_Diversity	<a href="#">Asian Heritage</a>		Not Enrolled
AT_2016	Accessibility Training		Rejected
BUS_Outcomes_Assess	<a href="#">Business Outcomes Portfolio</a>		Not Enrolled
CBC_2017	<a href="#">Common Book Contest</a>		Not Enrolled
Committees_Sustainability_Council	<a href="#">Sustainability Council</a>		Not Enrolled
Conversation_Partners	<a href="#">Conversation Partners</a>		Not Enrolled
CS_2016	Campus Safety		Rejected
HSTF_2015	Health Services Task Force		Rejected
Life_Online_in_D2L	<a href="#">Life Online in D2L Brightspace</a>		Requested
LST_Diversity	<a href="#">Latino Success Initiative</a>		Not Enrolled
MATH_AMATYC_Foss	<a href="#">AMATYC Student Math League</a>		Not Enrolled
NHCC_Honors_Program	<a href="#">NHCC Honors Program</a>		Not Enrolled
PETSA	<a href="#">Personal Empowerment Through Self-Awareness</a>		Not Enrolled
Sports_Recreation	<a href="#">Sports &amp; Recreation</a>		Not Enrolled
Tutoring_Online	<a href="#">Tutoring Online</a>		Not Enrolled
WWM_Diversity	<a href="#">Women on Wednesday Movement</a>		Not Enrolled
WYS_Diversity	<a href="#">Weak Yet Strong</a>		Not Enrolled
XXXX_NH_Tutoring	<a href="#">NHCC Peer Tutoring</a>		Not Enrolled

Step 3: Click the *Register* button.



**Description**

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

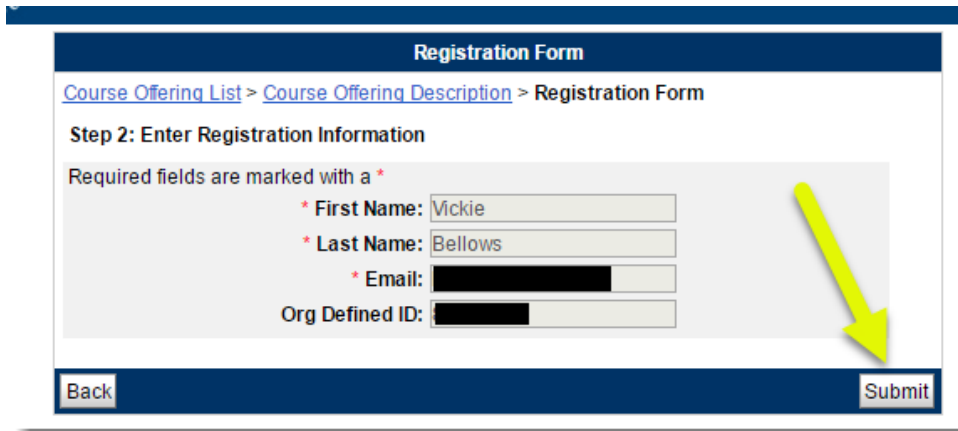
**Step 1: View Course Offering Information**

Course Offering Name: Common Book Contest  
Course Offering Code: CBC\_2017  
Description:

Cancel Register

A yellow arrow points to the Register button.

Step 4: Click the *Submit* button.



**Registration Form**

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

**Step 2: Enter Registration Information**

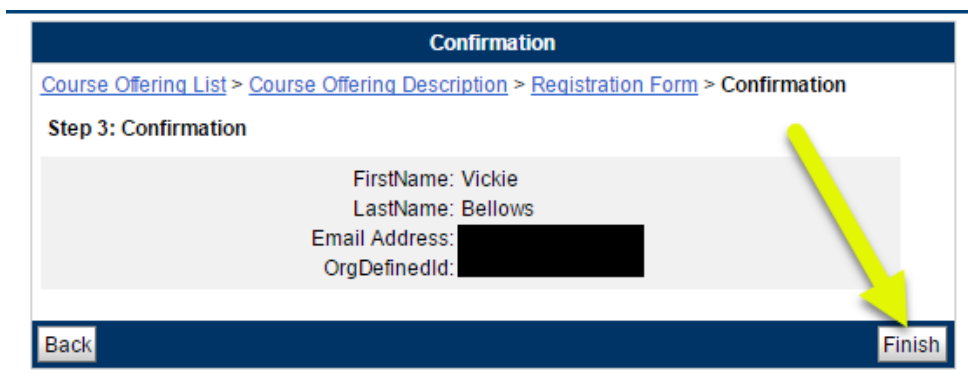
Required fields are marked with a \*

\* First Name:   
\* Last Name:   
\* Email:   
Org Defined ID:

Back Submit

A yellow arrow points to the Submit button.

Step 5: Click the *Finish* button.



**Confirmation**

[Course Offering List](#) > [Course Offering Description](#) > [Registration Form](#) > [Confirmation](#)

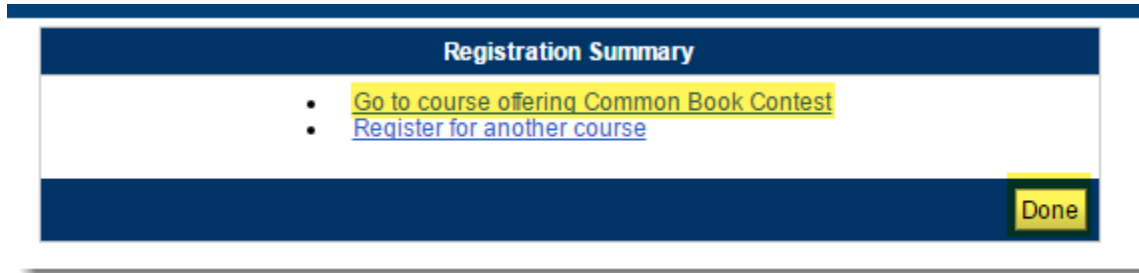
**Step 3: Confirmation**

FirstName: Vickie  
LastName: Bellows  
Email Address: [REDACTED]  
OrgDefinedId: [REDACTED]

Back Finish

A yellow arrow points to the Finish button.

Step 6: Click *Go to course offering Common Book Contest* and you will be directly taken to the course or click *Done* button.



Clicking *Done* will take you back to the My Home page and you will need to locate and access NHCC Common Book course from the My Courses list by filtering the Semester to *Reoccurring Courses*.

