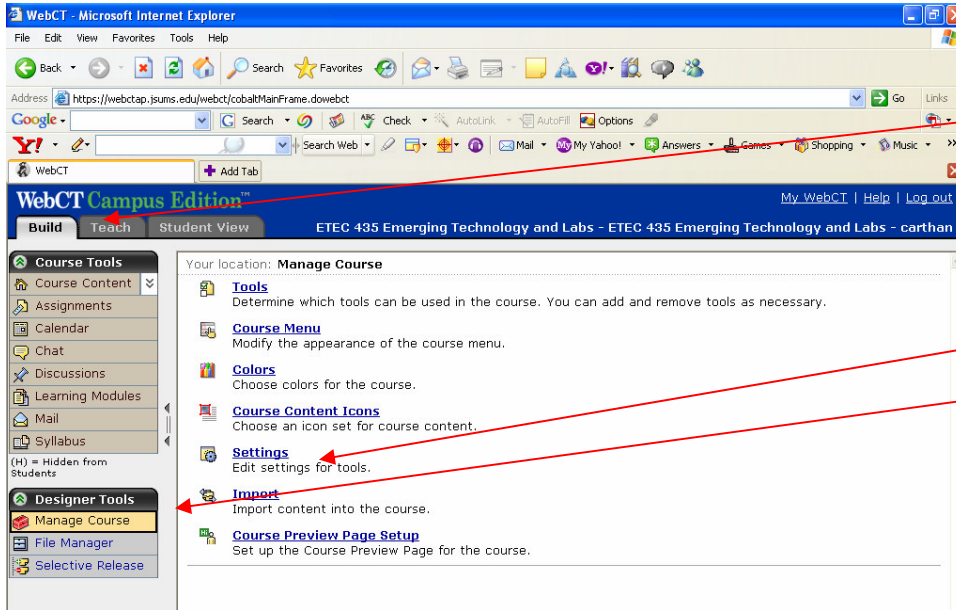


How to Set up Self Registration in WebCT

(for students to self-register in a course)

1. Make sure you are in the **Build** Menu
2. Click on **MANAGE COURSE**



3. Click on **SETTINGS**
4. Click on **USER MANAGER**
5. Beside *Allow users to register themselves as a STUDENT in a section*, Click **TRUE**.

Congratulations! You have set up Self-Registration. Let's make sure you did it right!

1. Log out of WebCT and then, click on **COURSE LIST**.
2. Click on your department or subject area
3. Find your course and click on the green triangle beside your course.
4. You should see the little man with a green plus sign. This is the self-registration icon. If you do not see the icon, log back in and repeat the steps above.

