How to enroll yourself in the COACHE Reports Blackboard organization (this is a one-time action)

1. In your web browser, navigate to **https://bbhosted.cuny.edu** to access Blackboard.
2. Enter your CUNYFirst username in front of @login.cuny.edu and then your password.
3. Click on the Log-in button.
4. Go to the **Organization Search** module in left side of the page and enter the word **COACHE** in the search box.
5. Press **Go** to navigate to the Browse Organization Catalog page.
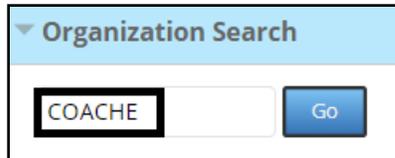
6. Click on the hyperlink for the organization **BKL01_COACHE_Reports**.

7. To enroll yourself in a Blackboard organization, click the **Enroll** button on the Blackboard Organization site.
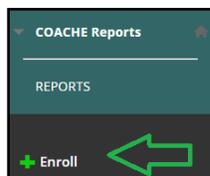
8. Click Submit and then **OK**
9. It will bring you into the Brooklyn College COACHE Reports organization.