How to Self-Enroll into a Pacific Blackboard Course Web Site


   If you are sure you’ve correctly entered your PacificNet ID but are unable to successfully log into the Blackboard system, it is most likely you need to update the password associated with your PacificNet ID (current policy requires changing passwords every 180 days). To update your password:
   • Click the “Forgot your password?” link on the Blackboard Gateway page to access the Pacific Locksmith program to update your password, or
   • Contact the OIT Customer Support Center at 209-946-7400 and request assistance with updating your PacificNet ID and password.

2. Click the Catalogs tab to display the Course Catalog module.

3. Within the Course Catalog module, click the name of the School offering your course and then the name of the specific department within that school to locate your course.

4. When you have located your course, click the Enroll button to the right of the course name to display the Self Enrollment page.

   If there is no Enroll button appearing to the right of the course name, contact your Instructor.

5. If required, enter the course Access Code provided by your instructor, and then click the Submit button to receive a Receipt: Success message.

6. Click the OK button and the process is complete. Once enrolled, you’ll a direct link to your course site on the Welcome page each time you log into the Blackboard system.

For more assistance, contact Pacific Blackboard Support:

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Third Floor, Room 331
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