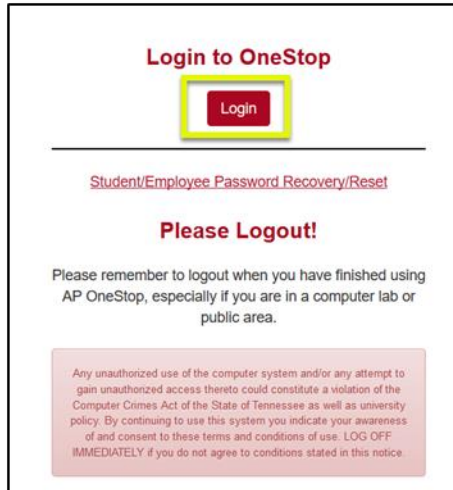


Self Register for Support Courses in D2L

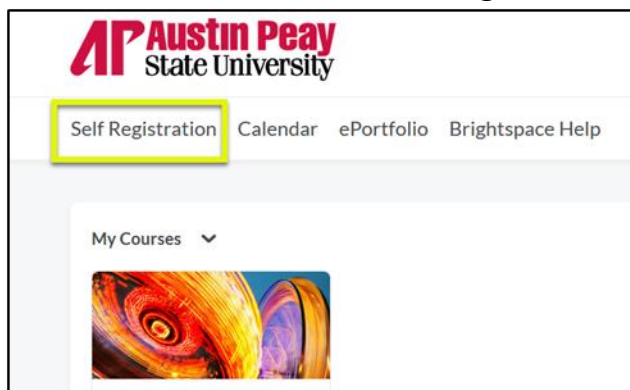
1. Log into [AP OneStop](#) using your single sign-on credentials.



2. Select the D2L icon.



3. Once inside D2L, select "Self Registration" in the upper left corner.



4. Select the blue link for the course you would like to join from the list of available self registration options.

Self Registering Course Offerings		
<u>Course Offering Code</u> ▲	<u>Course Offering Name</u>	<u>Course Offering Cost</u>
Online Teaching - Faculty Toolkit	Online Teaching - Faculty Toolkit	
Writing Center Paper Submission	Writing Center Paper Submission	

5. The Description page provides the course offering information. If you intended to select this option, select “Register.”

Description

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

Step 1: View Course Offering Information

Course Offering Name: Writing Center Paper Submission
Course Offering Code: Writing Center Paper Submission
Description:

6. Your personal information will auto populate on the Registration Form. Select “Submit.”

Registration Form

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

Step 2: Enter Registration Information

Required fields are marked with a *

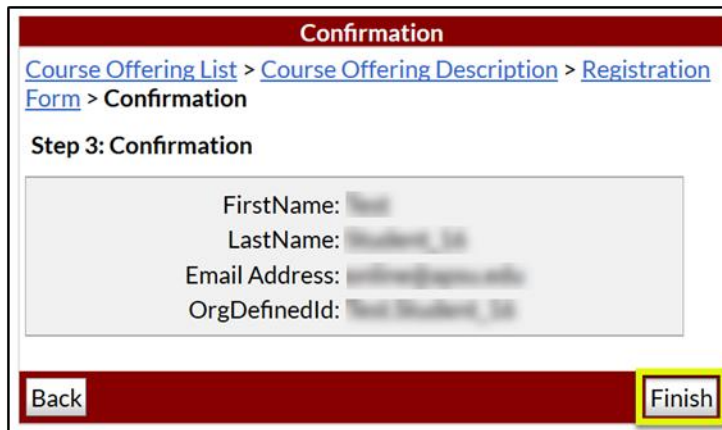
* First Name:

* Last Name:

Email:

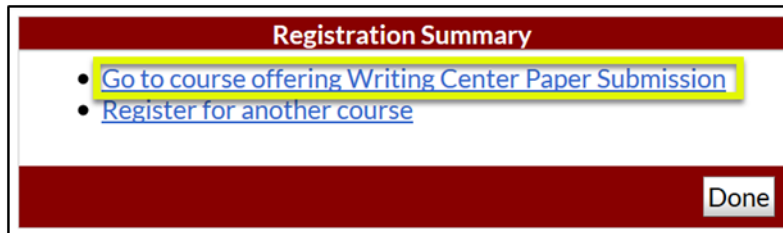
Org Defined ID:

7. On the Confirmation page, select “Finish.” You must select “Finish” in order to complete self registration.



The screenshot shows a web page titled "Confirmation" with a dark red header. Below the header is a breadcrumb trail: [Course Offering List](#) > [Course Offering Description](#) > [Registration Form](#) > **Confirmation**. Underneath, it says "Step 3: Confirmation". A light gray box contains the following text: "FirstName: Test", "LastName: Student_00", "Email Address: test@university.edu", and "OrgDefinedId: Test Student_00". At the bottom of the page, there are two buttons: "Back" on the left and "Finish" on the right, which is highlighted with a yellow border.

8. Select “Go to course offering [course name].”



The screenshot shows a web page titled "Registration Summary" with a dark red header. Below the header, there is a list of two items: [Go to course offering Writing Center Paper Submission](#) and [Register for another course](#). The first link is highlighted with a yellow border. At the bottom right of the page, there is a "Done" button.