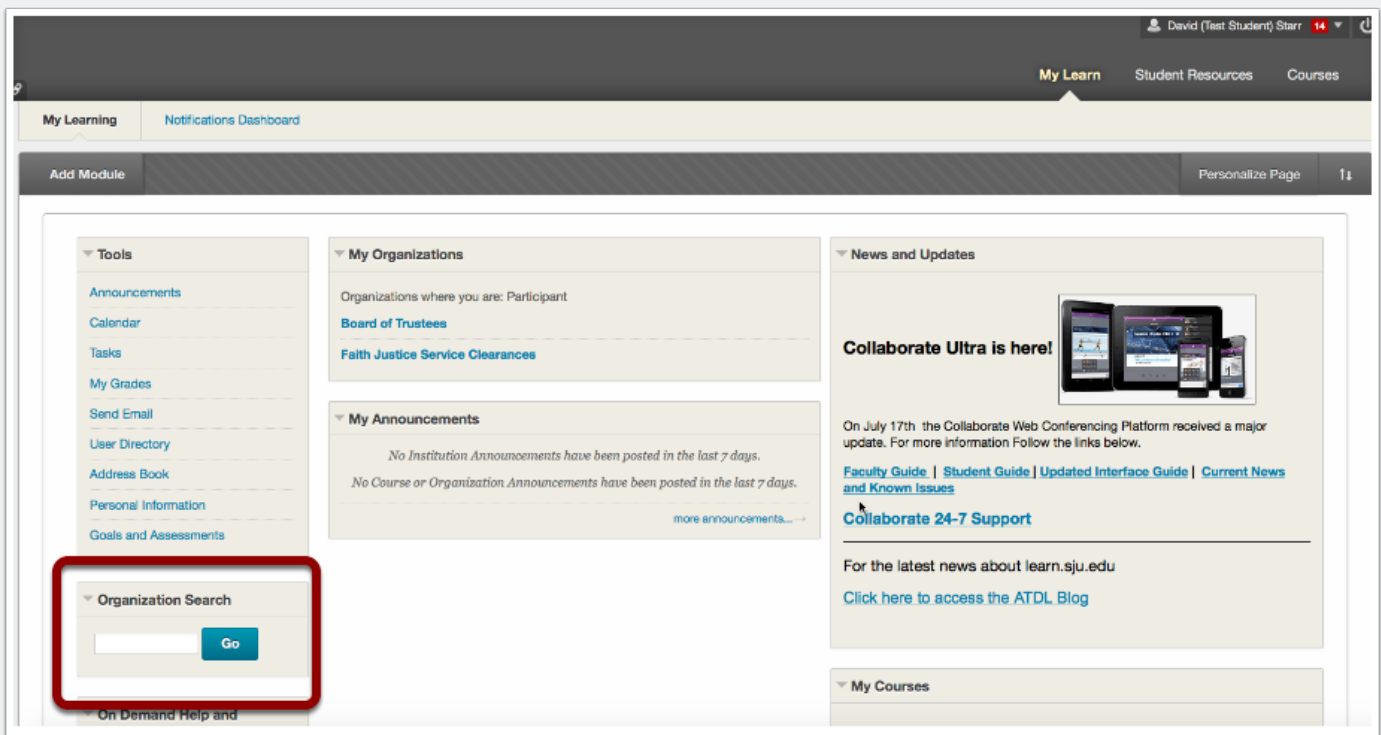


# How to Self Enroll in Service Learning Clearance Organization

Below are the instructions to self enroll in the Faith Justice Clearance site.

## Log in to Blackboard through the nest and Locate the Search Organizations Module

The first step is to log into the Blackboard Learn site. This site can be accessed through the <https://nest.sju.edu> or <https://learn.sju.edu>. Located the Organization search tool usually located in the left most column on the "My Learn" Tab.



# How to Self Enroll in Service Learning Clearance Organization

## Search for "Faith Justice Service Clearances"

In the "Organization Search" tool enter "Faith Justice Service Clearances" and select go.

**Browse Organization Catalog**

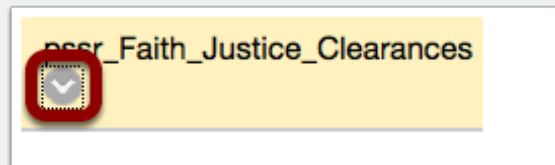
Search Catalog Organization Name Contains **Faith Justice Service Clearances** AND Creation Date Before 08/20/2016 Go

**Browse Terms**  
Select a term to see only courses belonging to that term  
--unspecified term-- Go

Organization ID	Organization Name	Leader Names	Description
pssr_Faith_Justice_Clearances	Faith Justice Service Clearances	Ann Marie Keffer, Ella Guimond	External Key: 325.ORGN The external space key has been changed to was generated as a copy of: Empty_Space

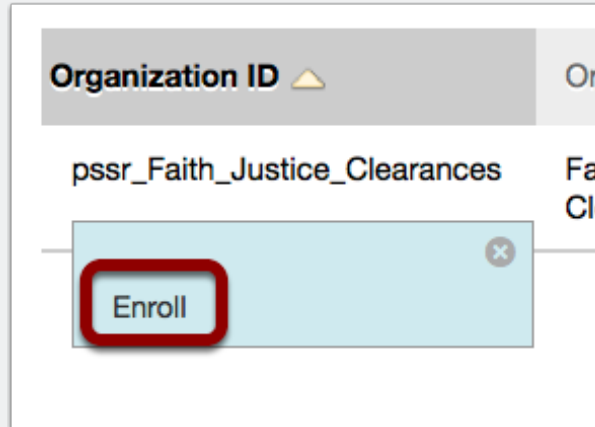
Enroll

Mouse over the "Faith Justice Service Clearances" Organization title and click the Options menu (Grey Circle with Down Arrow)

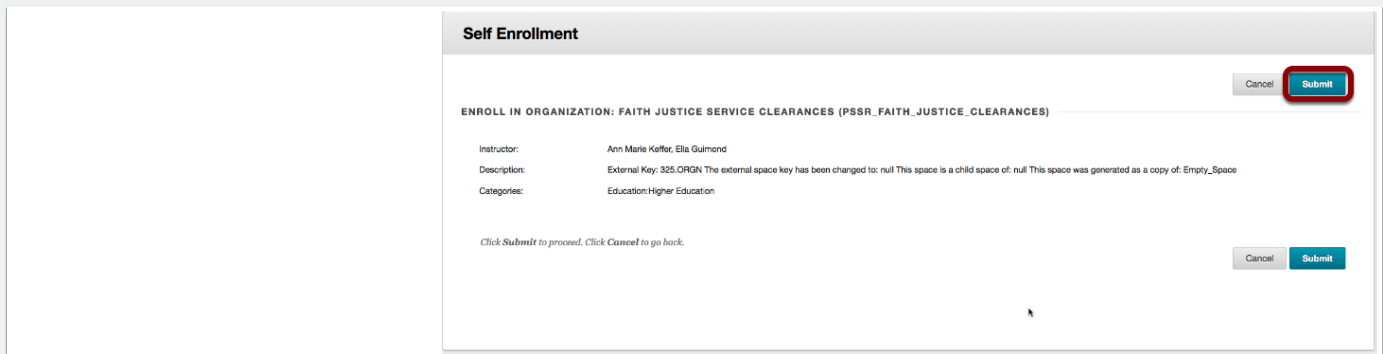


# How to Self Enroll in Service Learning Clearance Organization

## Select Enroll.



## Submit the Enrollment.



# How to Self Enroll in Service Learning Clearance Organization

Return to the "My Learn" tab and locate the "Faith Justice Organization in the Organizations Module.



Submit the required clearance documents to the corresponding area.