Adding Members to Organization Site  
(Audience: Instructors and Students)

1) Log into Blackboard and click on the **Request System** tab.

2) Under **Organization Site Requests**, click **Add/Remove Members**.

3) Check the checkbox next to the organization site you want to enroll users into.

4) Enter a user’s last name into the **User** textbox. A drop-down menu will list students with that last name. Click on the student to add. Click **<Submit>**.
Select the users you want to enroll into the courses.
Please select the correct user from the results drop down window.

(Type at least 3 characters of the last name)

User 1: Zhen Chen
User 2: Stew Luncher
User 3: luncher
User 4: Luncher, Steve
(lunchersteve)
Luncher, Stew (luncherstew)
User 5:

Submit

Note: Repeat steps 2, 3, and 4 to add more than 5 members.