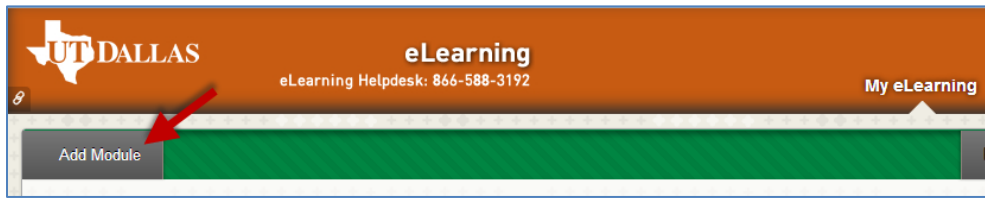
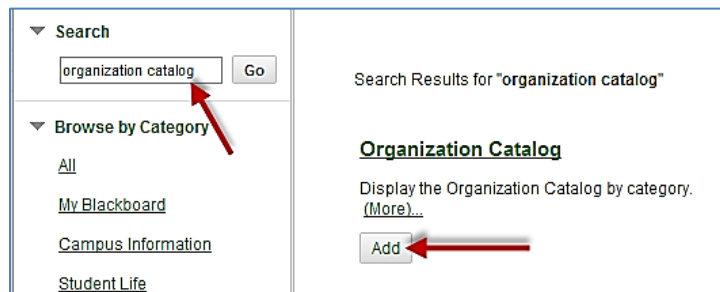


1. Login to eLearning and click on the **Add Module** button



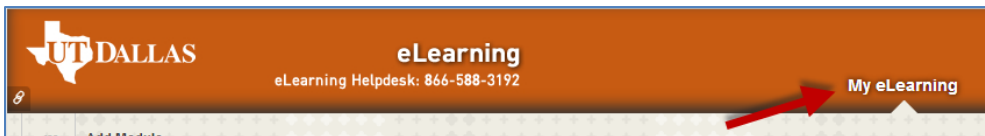
2. Enter **organization catalog** in the Search bar, and click the **Go** button

3. **(WILL MEET PERMISSION ISSUE WHEN CLICKING Go Button)**
Click the Add button under Organization Catalog

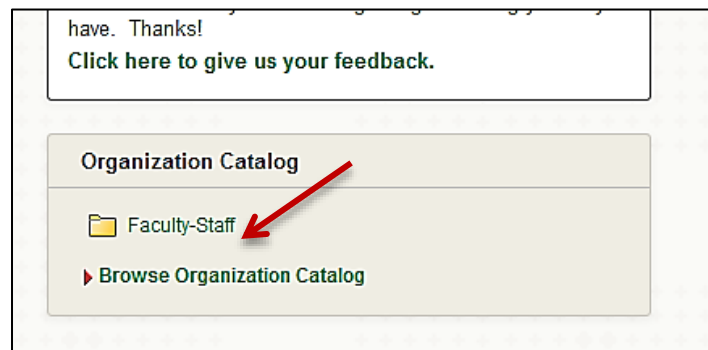


WORKAROUND:

- a) Click the **Show All** button at the right bottom of the webpage
 - b) Type **Ctrl + F** or **Command+F** in the keyboard, input "**Organization Catalog**", then Add it.
4. Click on the "**My eLearning**" link at the top right to return to the Home page



5. At the bottom of the **My eLearning** page, click the **Faculty-Staff** link under **Organization Catalog**



6. Search for Programs for Minors. Click Go.



Search Catalog Organization Name Contains Chinese Language Placement Test x AND Creation Date Before 04/11/2019 Go

7. Hover over the “**chinese language placement test**” (Organization ID) shown below and select **Enroll** from the drop down list

Organization ID ▲	Organization Name	Leader Names
chinese_language_placement_test	Chinese Language Placement Test	Bei Chen, Megan Gray, Sean Cotter

Enroll

8. Click the **Submit** button

ENROLL IN ORGANIZATION: PROGRAMS FOR MINORS (PRGSMINORS)

Instructor: Darren Smith, Carla Garner, Adrienne Wilson, Letitia Andrews
Description: Program for Minors is managed by Carla Garner.
Categories: Education:Higher Education

Cancel Submit

9. Click **OK**

Self Enrollment

Action Successful: Success: Enrollment in Programs for Minors (PrgsMinors) as laa104020 processed. Click OK to continue.
Tuesday, February 21, 2017 1:33:31 PM CST

OK

You are now enrolled in the eLearning organization.

If you encounter other issues while signing up for the Chinese placement test, please contact Bei Chen at bei.chen@utdallas.edu . Good luck!