To Register for the Course

These instructions will show you how to use Blackboard to complete your Online CPT Workshop Course.

First go to the Iowa State University home page at www.iastate.edu. Then click on the Blackboard link in the top left-hand corner of the screen. This link will take you to the Blackboard login page. You will use your net id and password to login. If you haven’t set up a net id please visit this link www.it.iastate.edu/howtos/register_net-id to learn how to register for your id.

After you have logged-in, you will be taken to the Blackboard homepage. From here you will click on Organizations at the top of the page. Then you’ll scroll down to the bottom of the page where you will click on “Browse Organization Catalog”. Next, in the center box you will type CPT Online Workshop and then click Go off to the right. Then at the bottom of the page you’ll be able to click on the dropdown arrow and select "Enroll”. Lastly, click “submit” (either submit button on this screen will work). You are now ready to take the blackboard course. You will only have to do this process once. Every other time you login you will already be enrolled in the course.

To make sure you are fully prepared for CPT please follow these instructions while completing the CPT Online Training Module.

1. Watch the videos before completing the quiz
2. Complete each quiz with a 100%
   - If you do not get a 100% the first time you can take the quiz again
   - You can take the quiz as many times as it takes to receive a 100%
3. Finish all 5 quizzes with a 100% to finish the CPT Online Training Module