How to self-enrol:

Introduction to Supervising PhD Students for Crick Supervisors
Activate your Imperial College Account

Go to:
https://www.imperial.ac.uk/ict/activateaccount

to activate your account and set your first password
Activate Account

Identify Yourself
Welcome to Imperial College London. To make use of our computing facilities, you will need to activate your account. This will allow you to use College systems and our Wireless network (where available).

Your Details

First Name

Last Name

Security Card Number (only required for employees)

Date of Birth (dd/mm/yyyy)
e.g. 25th December 2006 would be entered as 25/12/2006.

CID (College Identifier)
Found on official documents sent from college e.g. employee contract, student acceptance letter.

Verify details

If you have any difficulty then please contact your Department Computing Representative or the ICT Service Desk (extension 49000) or the ICT User Registration (extension 49008). Users on the Charing Cross, Chelsea, Hammersmith, Royal Brompton, Silwood Park, St Mary's and Wye campuses should contact their local ICT Office.
Log in to Blackboard Learn: http://bb.imperial.ac.uk
On your Home Screen, you will see the courses that you are already enrolled on in the My Courses list.
In the 'Course Search' box, type:

*Course title: **Introduction to Supervising PhD Students for Crick Supervisors**

Or

*Click on 'Browse Course Catalogue,' type the course title and select '2017/2018' term
Make sure you choose the correct course:

**Course Name:** Introduction to Supervising PhD Students for Crick Supervisors

**Course ID:** GS_ISCS_PHD-17_18

**Academic Term:** 2017/2018
Once you have found your course, hover your mouse pointer over the **Course ID** to make the right-hand contextual menu icon appear.

Open up the contextual menu by clicking on this icon.

**Click on Enrol.**
You will get a first confirmation screen.

Click on Submit.
You will then get a second confirmation screen with details of your enrolment.

Click on **OK**.

This will send you to the home page of the course you have just enrolled on.
Note: Self-enrolment will only allow you to enrol as a **STUDENT**

If you need further support, contact the Graduate School at

[graduate.school@imperial.ac.uk](mailto:graduate.school@imperial.ac.uk)