

# BLC Student SMS/BlackboardRegistration

Click on the Registration link below, or copy & paste into a web browser.

<https://armyusms.tradoc.army.mil/students/NCOLCOE/addUser.asp?sT=5909>

Once you have clicked on the link, sign in with your CAC.

- You will see a *confirmation of attendance* notice, please review, and click next.
- The form is auto populated with your information (ensure that the information is accurate).
  - Verify that you have access to the email address that auto populates BEFORE CLICKING SUBMIT.
  - If you do NOT have access to that email account, then manually change the email address to an account you can access.
  - The email address can be changed to a civilian email address.
  - This is the email account where your username and password will be sent after you physically report for your BLC class.
  - If the form does not let you update your email address, then let your BLC facilitator know immediately during in-processing.
- Click submit. You are done with registration for your class. Now you must wait for the next step to be completed before you receive your Blackboard login information.

Next step: Once SFC Chollak, SFC Fornataro, or SFC Walter has confirmed your registration after you physically report for your BLC class, you will receive a username and password from NCOLCoE Blackboard. Check your spam/junk/other email folders. (<https://ncolcoe.blackboard.com>)

You will then be able to login and access your class from any computer or mobile device without a CAC.



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## NCOLCOE Registration - sheena.chollak

### Confirmation of Attendance

**IMPORTANT Note:** All email correspondence is sent to your Enterprise e-mail address. Please check your Enterprise email account for confirmations and instructions.

**PRESCRIBING DIRECTIVE:** AR 350-1, AR 350-10, AR 600-8-104, AR 600-20; AUTHORITY: 10 U.S.C. 3013 and U.S.C 3583

### Principal Purpose: ...

**Routine Use:** Any information requested in this application is used solely as a means of identification; however, information contained on this form may be provided to Federal, state, or local authorities in connection with the official business.

**Disclosure & Effect:** Voluntary. However, without the information, the individual will not receive the necessary administrative support for registration and enrollment in NCOLCOE.

### Instructions:

- Only the person logged in with their account can apply. Any application submitted under your account will be tied to your user name.
- Required fields are noted with an asterisk (\*). You will not be able to submit the application unless all required fields are filled in.
- You will be able to view all the pages of the application without error before submitting the application for preparation.
- You will not be able to save your information and come back at a later time to finish the form.
- If you receive any errors while filling out the application, please contact the Blackboard Support Desk at [usarmy.leavenworth.tradoc.mbx.army-llc-support-desk@army.mil](mailto:usarmy.leavenworth.tradoc.mbx.army-llc-support-desk@army.mil). Please describe where you were in the application, the URL/Link you used, and the error you received.
- **The application will log out after 15 minutes of inactivity and your data will be lost unless you submit it.**

Please click the **Next** button below to complete your General Information Form.

**NEXT >>**



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NCOLCOE Registration - sheena.chollak

General Information

General Information

AKO User Name\* sheena.chollak

Last Name*	First Name*	Middle Name
<input type="text" value="Chollak"/>	<input type="text" value="Sheena"/>	<input type="text" value="M"/>

EDIP1

Enterprise Email\*

\* Fields with asterisk are required



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\*\*PLEASE NOTE: By submitting this Student Record Form for pre-registration online, you are certifying that everything you have stated in the form is correct.

SUBMIT

[Contact the CGSC Webmaster](#)

Last modified: Friday, August 4, 2023

**Type an email address which you can immediately access in the “Enterprise Email” box.**

**The email address does not have to be a military email address; it can be a civilian email address.**

**Double check the accuracy of what you just entered before clicking “submit” in the lower right corner of the screen.**