



BASIC LEADER COURSE



INDIANTOWN GAP 166TH RTI PA BLC SELF-REGISTRATION INSTRUCTIONS ONLY

1. [Click Here](#) to register for your course in the Student Management System (SMS).
2. Fill out all the necessary fields. Be sure to use a valid working email address when registering. You may use your personal email address when registering.
3. After you have registered, your enrollment will need to be approved before your enrollment is processed and you receive your username and password. Enrollments are usually processed Day 0.

If you are experiencing any technical difficulties registering for your course or logging in, please email the Blackboard Domain Administrators.

Blackboard Help Desk Email: usarmy.bliss.ncolcoe.mbx.blackboard-helpdesk@army.mil

In the body of the email, please include the following:

- NCOA Location
- Class Number
- Start Date
- Brief Description of the issue experienced.

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=6107>

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 Ashby 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.



Home

Site Tools

[Privacy Notice](#)

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. 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 >>



Home
Site Tools
[Privacy Notice](#)

NCOLCOE Registration - sheena.chollak

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



[<< BACK](#)
[Contact the CGSC Webmaster](#)

**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](#)

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.

STUDENTS COMPLETE THE SMS/BLACKBOARD PRE-REGISTRATION.



STUDENT REGISTRATION WEBSITE/SYSTEM SYNCs WITH REGISTRAR SMS ENROLLMENT WEBSITE/SYSTEM.



3BN SMS REGISTRAR VERIFIES STUDENTS IN SMS ENROLLMENT SYSTEM AFTER STUDENTS PHYSICALLY REPORT TO THE COURSE.



3BN SMS REGISTRAR SUBMITS STUDENT ENROLLMENTS TO SMS/BLACKBOARD.



STUDENTS RECEIVE EMAIL WITH SUBJECT LINE "NCOLCOE BLACKBOARD LOGIN INFORMATION".



STUDENTS CAN THEN LOG IN TO BLACKBOARD WITH USERNAME AND TEMPORARY PASSWORD.

STUDENTS DO NOT AUTOMATICALLY RECEIVE THEIR BLACKBOARD USERNAME AND PASSWORD WHEN THEY COMPLETE THE PRE-REGISTRATION. A 3BN SMS REGISTRAR MUST VERIFY THEIR COURSE ATTENDANCE AND SUBMIT THEIR ENROLLMENTS. 3BN SMS REGISTRARS ARE SFC CHOLLAk, SFC FORNATARO, AND SFC WALTER.