

<u>Knowledgebase</u> > <u>Simulation Lab</u> > <u>BLine Self Enrollment FAQ</u>

## **BLine Self Enrollment FAQ**

Samm Lee - 2025-03-17 - Simulation Lab

## **BLine Self Enrollment - Instructions**

To begin, you must first connect to the **School of Nursing VPN.** Instructions on how to connect are available **here.** 

If you are having issues connecting to the VPN, please contact the Service Desk.

Step 1: Enter <a href="https://simulation.nursing.upenn.edu">https://simulation.nursing.upenn.edu</a> into your browser (Chrome is recommended.)



Step 2: Please select "Single Sign-On" and log in using your PennKey and PennKey password.

**Step 3:** Navigate to the Self Enrollment option under "My Courses." (You may have to scroll down on your page to see this section.)

simca	pture <sup>.</sup>	Sessions	Courses	≁ Reports	🚜 Users	C Calendar	E Cor	Control	rol										<b>f</b> =	\$ e	Dı	ana Alt	oerti 🔻
					LAST USED :	5 months ago																	
	My Courses																						
ť	You have	ve 1 event avai	able. Click here	to self-enroll																			
Ye	ou have no C	burse Evaluatio	ns to do!																				
	Your Activity																						

Step 4: A window will open showing available sections for enrollment. Make your selection and click "save."

simcapture Sessions	🗋 Courses 🥕 Reports 🔐 Us	rrs 🔇 Calendar 🔠 Control	faul	🌣 😫 Diana Alberti 👻
Self-Enrollment			← Cance	Save
$\succ$				
Self Enrollment Demo				
O Section 1		0/1 Enrolled		
O Section 2		0/1 Enrolled		
Jan 9, 500 PM - 9:00 PM		OFFERIOR		
Ŭ				
simcapture <sup>®</sup> Sessions	🗋 Courses 🛹 Reports 🎎 Us	ers 🕚 Calendar 📰 Control	<b>∱</b> ≂	🌣 😫 Diana Alberti 🔻
Self-Enrollment			← Cance	B Save
Self Enroliment Demo		$\frown$		
Section 1		1/1 Enrolled		
Jan 9, 7:00 PM - 8:00 PM		$\smile$		
O Section 2 Jan 9, 8:00 PM - 9:00 PM		0/1 Enrolled		

**Step 5:** A summary of your chosen sections will be saved. This will be visible under the section titled "My Courses".

sin	ncapture	Sessions	Courses	✓ Reports	🚉 Users	O Calendar	Control	ħ=	٥	8	Diana Alber	, <b>-</b>
	My Courses			1								
	Click h	ere to manage :	self-enroliment									
	You have no C	ourse Evaluatio	ns to do!									

\*\*If you wish to un-enroll or change section selections, you may do so by re-entering the "Self Enrollment" options.

When you make your change, remember to click "save" in order for the changes to be processed correctly.

simcapture <sup>.</sup>	Sessions	Соцгана	📌 Reports	Lt. Users	Colordar	Control	∱⊨ <b>≎</b>
Self-Enro	Iment						← Cancel
Self Enrolment De	mu						
O Section 1 Jan 9, 7:00 PM - 8	:00 PM				1	0/1 Enrolled	
O Section 2 Jan 9, 8:00 PM - 9	:00 PM				1	0/1 Enrolled	
<ul> <li>Unenroll</li> </ul>							

For issues with self-enrollment, scheduling, or to confirm whether your username is listed in the system as "active" or "inactive," please contact Simulation Education Specialists.

To reset your PennKey password, please visit this <u>link</u>.

- Tags<u>SimLab</u>