



West Lafayette Open Campus Self-Registration Instructions for General Purpose

1. Go to Vista, at <http://www.itap.purdue.edu/tlt/blackboard/> and select the **West Lafayette Open Campus** link at the bottom of the page, then click the “Log On” button.
2. **If you already have an account on Open Campus, skip to step 3.** If you have never used West Lafayette Open Campus before, click the **Entry Page** link and select the **West Lafayette Open Campus** institution link, then click on the Create Account link to create a Vista ID for yourself. (Note that Open Campus is a different server and it is not tied automatically to the Purdue Career Account system. That’s why you need to create an account first. If you know your Purdue Career Account ID we recommend that you try to take the same user name as this for remembering purposes. However, if you do not, we recommend using a variation of your first initial and last name).
3. Once the account is created, click on the **Entry Page** link. (If a list of institutions appears, select the **West Lafayette Open Campus** institution link.) The *West Lafayette Open Campus Entry Page* will appear.
4. Click the **Course List** button. The *Select a Division* page will appear.
5. Select **General Purpose**. The *Select a Group* page will appear.
6. Select the subject area of the course you are registering for. The *Select a Category* page will appear.
7. Select the category of the course you are registering for and that category’s course list will appear. (Note that the course could be under “Uncategorized”)
8. Click the green arrow  next to your course title. The specific classes of that course will appear.
9. Next to your specific class title select the register icon  on the right side of the screen.
10. Type in the user name and password you created.
11. Click the **Go to MyWebCT** button.

You should now see the link to your course in your MyWebCT page. You can click on the class title to access the course.