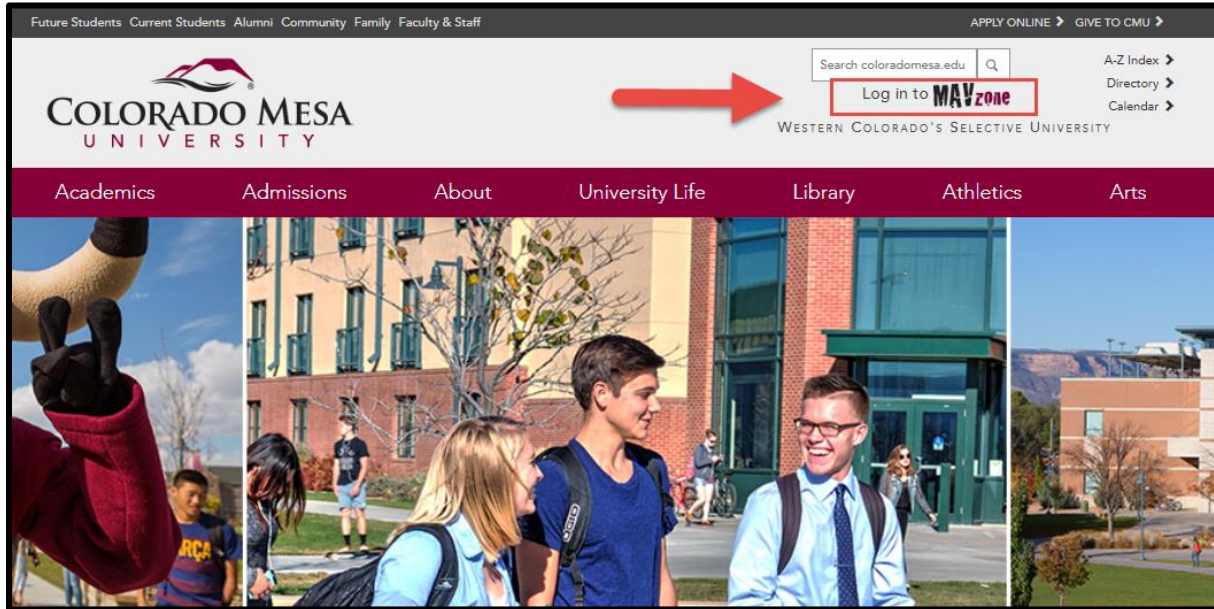
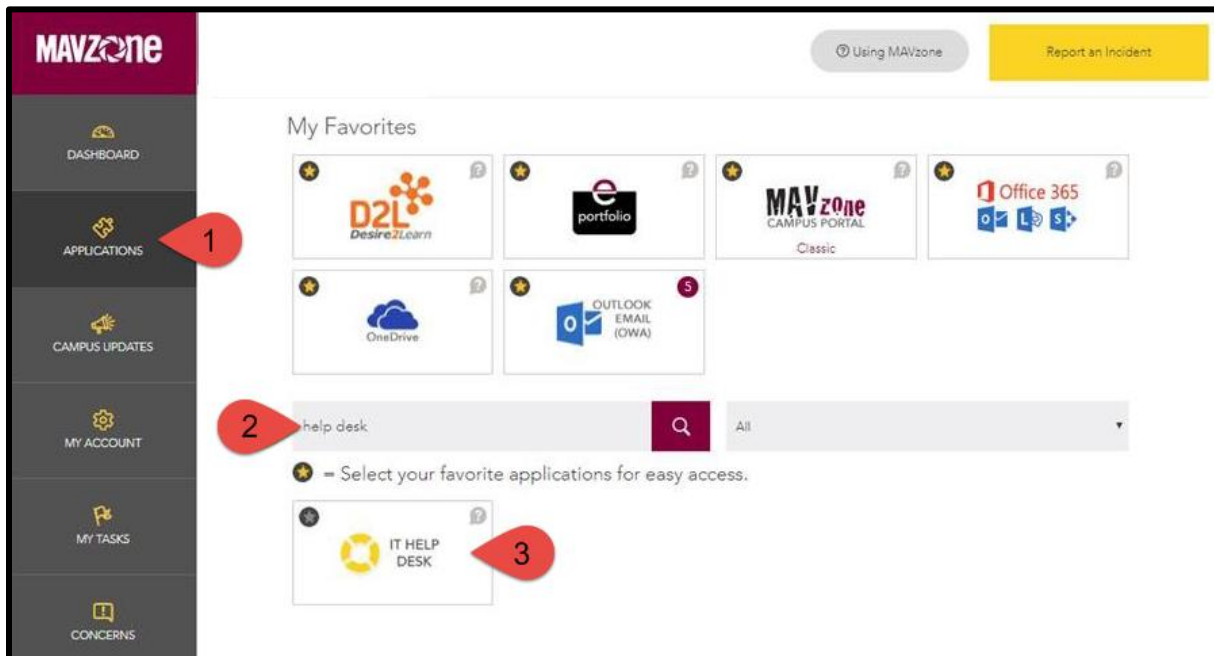


D2L HELP REQUEST: CO-INSTRUCTOR ENROLLMENT

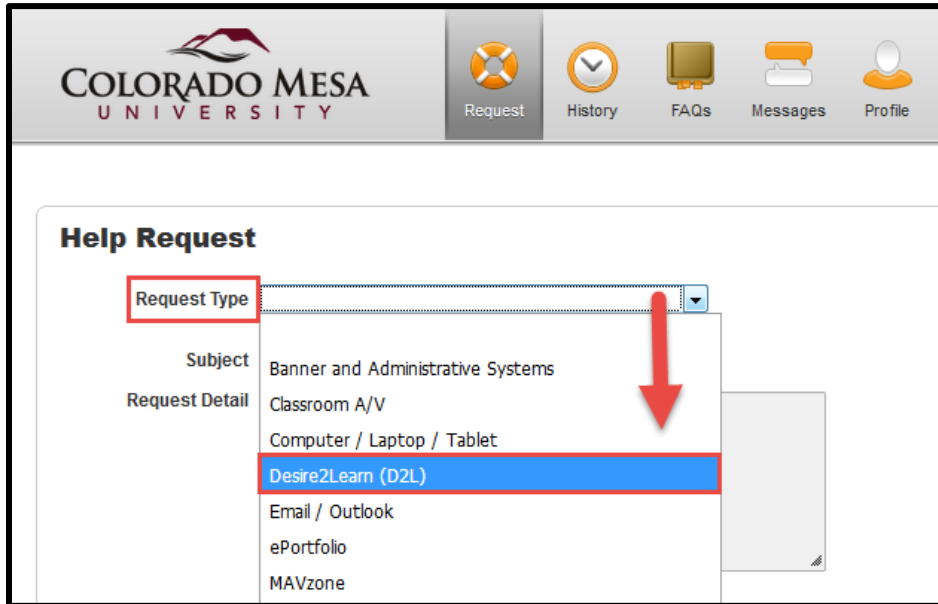
1. From the Colorado Mesa University website, www.coloradomesa.edu, click on **Log in to MAVzone**.



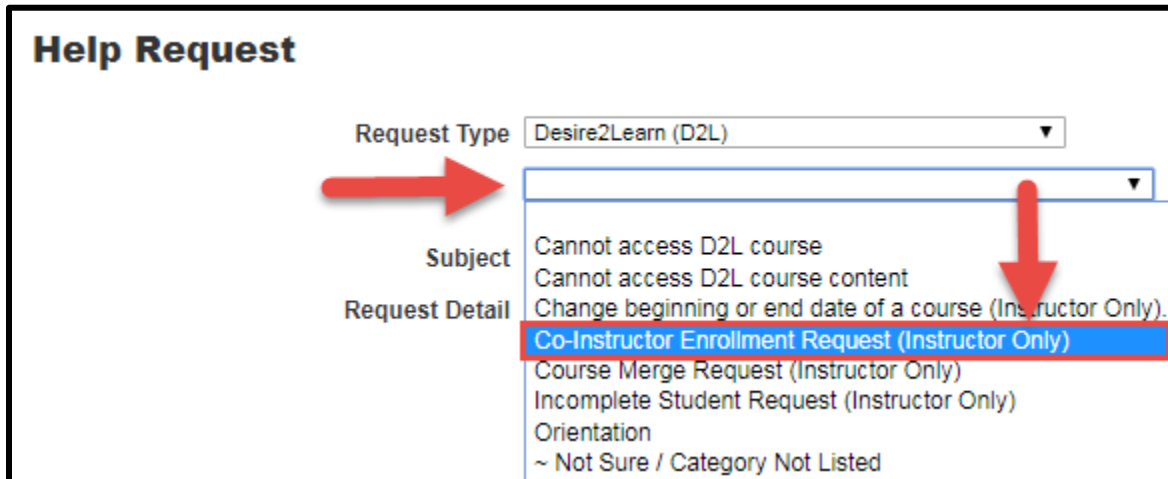
2. After signing in, select the **IT Help Desk** app to create a ticket.



3. From the **Help Request** page, choose your **Request Type** as **Desire2Learn (D2L)** from the dropdown menu.



4. Choose the sub-request as **Co-Instructor Enrollment Request (Instructor Only)** from the dropdown menu.



5. Complete the rest of the form (make sure to fill the required fields indicated by *****) and **Save** the form to submit your request.

Help Request

Request Type

Instructions Co-Instructor enrollment request for a course shell in D2L has to come from either the listed (primary) instructor or the Department Head. In either case, the other person should be CC'd on this request.

Class, section number, and CRN (e.g. ENGL112-001 20156)*

Primary instructor's full name.*

Co-instructor's full name.*

Carbon Copy (Cc:) Enabled

Attachments

Location Room