

Request for Student/Staff Access to Professor Blackboard Course

Date of Request _____

Professor Name _____

Student/Staff Name _____

Student/Staff T# _____

Student/Staff Email _____

Student/Staff Phone # _____

Student Classification Graduate Undergraduate

Course Name _____ Course ID _____

Course Name _____ Course ID _____

Course Name _____ Course ID _____

Course Name _____ Course ID _____

Course Access Type:

Course Builder (access to course materials only)

TA (access to course materials, grades, emails, etc.)

Staff (administrative personnel allowed to access course materials, grades, emails, etc.)

Reason for Request:

Length of Student/Staff Course Access _____

Student/Staff Signature _____

Date _____

Instructor of Record Signature _____

Date _____

Department Chair Signature _____
(staff requests)

Date _____

COLEIT Signature _____

Date _____

***NOTE: Student/Staff must be trained by COLEIT staff before login access will be granted.**