

## 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

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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.)

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**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.**