Please select one or both options below and submit the form to your campus Blackboard Administrator to request access to CUNY’s Blackboard environment.

☐ Request for Library System Privileges

*Request type:* Permissions for librarians to gain system access for the Blackboard directory to search for faculty, staff, and student users and share content through the Library Content Area.

Name: ___________________________   Email: ___________________________

Blackboard UUID: ___________________________

*You can find your UUID after logging into Blackboard by clicking on “Content Collection” on the main menu. The UUID is the 20 digit identifier that appears at the top of the page.*

*Once privileges are assigned by your campus Blackboard Administrator, you will see a “System Admin” tab after logging in.*

☐ Request to Enroll Librarian in Blackboard Course

*Request type:* The librarian course role allows Blackboard Administrator to enroll Librarians in courses so that they can assist instructors instead of using the instructor and TA roles.

**Semester** ____________  **Course ID** ____________  **Section Number** ____________

Instructor Name: ___________________________   Email: ___________________________

Blackboard UUID: ___________________________

Librarian Name: ___________________________   Email: ___________________________

Blackboard UUID: ___________________________   Duration: ___________________________

*Librarian default privileges include access to all sections of the course control panel except from the Grade Center. Librarians will not have access to materials uploaded to the Content Collection.*

*Don’t forget to specify the duration of your enrollment in the course (the entire semester or specific dates)*

CONFIDENTIALITY STATEMENT (Must be signed by the Employee):

I understand that the data obtained from Blackboard is to be considered confidential and NOT to be shared with anyone who is not authorized to receive such data.

I understand that I am individually accountable for the use of my User ID in the system. Improper use of my User ID could lead to revocation of access rights and further disciplinary actions in accordance with CUNY policies, rules and regulations, and applicable collective bargaining agreements.
For Blackboard Administrator:

Please confirm the employee is not enrolled as a student at your institution before granting those permissions. Also remember that you are responsible for keeping track of all users at your college who have Blackboard System role privileges, and informing CIS of necessary changes on a regular basis.