

**South Carolina State University
Center for Teaching, Learning, and Extended Studies**

Request for Guest Blackboard Account Form

Instructions

The Department Chair shall complete this form and submit to the Center for Teaching, Learning, and Extended Studies Director. All guest user accounts are created for access to the Blackboard test environment unless otherwise authorized by the CTLES Executive Director.

DEPARTMENT CHAIR INFORMATION

First Name _____

Email Address _____

Last Name _____

Phone Number _____

GUEST INFORMATION

First Name _____

Email Address _____

Last Name _____

Phone Number _____

1. What is the purpose for the guest user Blackboard account?

Build online course

Review an existing online course

Other _____

2. Has the guest user completed instructor training in using Blackboard Learn 9.1?

Yes

No

Not Sure

3. Indicate the dates the Blackboard account should be active for the guest user:

Start Date _____

End Date _____

Signature

Department Chair

Date

For Use by the CTLES Department

Blackboard Environment:

Test

Production

Date Created _____

Account Expiration Date _____