APPLICATION FOR BLACKBOARD ADMINISTRATIVE ACCOUNT

Original applications will be held in the Campus Card Manager's Office in the Joe Crowley Student Union. If you have questions regarding this form please contact Penny Leathley at 775.784.4008.

First Name  Middle Initial  Last Name  Employee ID or Student R Number
Title  Department  Campus Phone
Building  Room #  Mail Stop  Net ID

Please choose type of access:

☐ New Account

☐ Delete

☐ Transfer / Different Dept: __________________________

Guidelines:
1. Users may access only the information for which they have authorization.
2. Users may be held responsible for all activity on their computer accounts.
3. Computer access is limited to those activities authorized by virtue of one's scope of responsibility within the University.
4. Users may not give their user ID and password to anyone else to use. If one violates the security requirements, access will be terminated.

Choose access privileges required:

☐ Admin  ☐ System Changes
☐ View Only  ☐ Deposits to Accounts
☐ Changes to Accounts  ☐ System Access
☐ Imports / Exports  ☐ Reports Only

Applicants Signature: __________________________________________ Date: ___________

Supervisor’s Signature: __________________________________________

* Please submit all required materials to Penny Leathley, Crowley Student Union Rm. 204, Mail Stop 0442

☐ Approved  ☐ Denied  Signature/Date: ______________________________