

# Blackboard Change Request Form

## Section 1 – Requester Information

Name:	Username:	Course ID:
Department:	School or College:	Date:

## Requested Action (check applicable request)

<input type="checkbox"/> Add Instructor	Name and Username:
<input type="checkbox"/> Add Teaching Assistant	Name and Username:
<input type="checkbox"/> Add Student	Name and Username:
<input type="checkbox"/> Institutional Hierarchy Access	Name and School/College/Dept to add to:
<input type="checkbox"/> Course Merge	Courses to Merge: (Note which course is parent)
<input type="checkbox"/> Organization Shell (no approval required)	Organization Shell Name:
Organization Shell Leaders: (Name and Username)	
<input type="checkbox"/> Account Creation (for staff to access org shell)	Name and username for account creation:
<input type="checkbox"/> Course Shell (no approval required)	Course Shell Name:
Rationale:	

## Section 2 – Requesting Unit Approvals

Supervisor/Department Chair Approval: (Print name)	Date:	Unit Head/School/College Dean Approval: (Print name)	Date:
Signature:		Signature:	

Please e-mail form to Courtney Mitchell ([cmitchell@nsu.edu](mailto:cmitchell@nsu.edu)) and Arlene Michael ([ramichael@nsu.edu](mailto:ramichael@nsu.edu)).

For OEL Use Only	
Bb Admin:	Date:
New Shell ID:	