# System Role Access Request Form

Please complete this form and submit it to the CIS Service Desk to request System Role privileges for a user in CUNY’s Blackboard environment. The form must be submitted by the user’s manager or the appropriate college’s primary Blackboard Domain Administrator. Employees may not request access for themselves.

## Employee's Information:

| Last Name: |  |
| First Name: |  |
| UUID: | EMPLID: |
| e-mail Address: | Work Phone: | Ext: |
| Job Title: |  |
| Campus: | Department: |

Requested Role: Select from the list below

- Domain Administrator
- Domain Admin Assistant
- iTunes U Site Administrator
- Help Desk Manager
- Help Desk Staff
- Help Desk Staff Level 2
- Help Desk Staff Level 3
- Academic Director
- Course Statistics View
- Customized Role

## 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.

Employee’s Signature: ___________________________ Date: __________

Select the environment access is requested for:

- Blackboard Production
- Blackboard Staging
- Blackboard Sandbox

## Manager or Primary Domain Administrator Information:

| Last Name: |  |
| First Name: |  |
| e-mail Address: | Work Phone: | Ext: |
| Campus: | Department: |

Manager [ ]  Primary Domain Administrator [ ]

Please note: By signing this form, you are confirming that the employee in question has received proper training to perform his/her duties without affecting other college domains and/or overall Blackboard system performance, and that the employee is not enrolled as a student at your institution. 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.

Manager/Domain Administrator’s Signature: ___________________________ Date: __________

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