

Ferris State University

Blackboard ID Card Security Request Form

(please use "blue" or "black" ink to complete this form)

Employee's LEGAL Name: _____
(Please Print--- LEGAL First Name, Middle Initial & Last Name)

Novell ID: _____
Email: _____

Title/Position: _____

Office Location: _____

User's Supervisor: _____

Department: _____

Are you a student or faculty/staff? (please circle response) S F/S

Office Phone#: _____

Instructions:

Select the options which best describe the type of Blackboard System Security needed for you to perform your job.

Send completed form along with Confidential Data Security Agreement to: WEST 121B ATTN: Data Security

Blackboard - Specify below which options are required

Add/Mod Privileges: Input Query

Add/Mod Cardhold. Input Query

POS Setups Input Query

Security Input Query

Notes: _____

Employee's Signature: _____ Date _____

I hereby authorize the above named employee access to the Blackboard System as indicated above.

*****All responsible employees should consider internal control such as segregation of duties when requesting security*****

Department Head's Name Printed _____ Department Head's Signature _____ Date _____

BLACKBOARD SECURITY - DATA CUSTODIAN USE ONLY

Housing Dining CSS Other _____

Notes: _____

Access Granted: _____ Effective Date _____ Data Custodian Signature _____ Date _____

DATA SECURITY OFFICE USE ONLY:

Date Assigned: _____ Date User Notified: _____

Notes: _____