

## Blackboard Access – Teaching Assistants/Research Assistants/Graduate Assistants

1. Navigate to Faculty Forms: <https://www.uml.edu/Registrar/Faculty-Forms/default.aspx>  
Click on hyperlink “[Blackboard Access - Teaching Assistants/Research Assistants/Graduate Assistants](#)”

**Faculty Forms**

**Office of the Registrar**

- The Solution Center
- Online Registration
- Schedules
- Calendars
- Academic Catalogs
- Student Forms
- Faculty Forms**

**FOR FACULTY**

**ADMINISTRATIVE FORMS**

- Addition of New Minor, Concentration, Option, or Track (pdf)
- Blackboard Access - Secondary Instructors/Observers
- Blackboard Access - Teaching Assistants/Research Assistants/Graduate Assistants**
- Blackboard Access - Undergraduate/Graduate Grader Form (Students must complete form. When form is finished, it will be sent to instructor of record for approval).
- Faculty Grade Change Form (for current term grade to grade or for INC grades only - Web Tutorial)
- Faculty Grade Change Form (grades that require dean's signature - Web Tutorial)
- New Certificate Program (pdf)

2. Click “I agree...” and Continue

**Please Review & Act on These Documents**

UMass Lowell eForms  
Univ. of Massachusetts Lowell

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Please review & sign your document. To begin the process of reviewing and signing your documents, please click the button below. Signing will not be complete until you have reviewed the agreement and you have confirmed your signature.

Please read the [Electronic Records and Signature Disclosure](#).

I agree to use electronic records and signatures.

**CONTINUE**    **OTHER ACTIONS** ▾

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**BLACKBOARD ONCAMPUS ACCESS FORM**  
OFFICE OF THE REGISTRAR  
220 PAWTUCKET ST, UNIVERSITY CROSSING, SUITE M10  
LOWELL, MA 01854  
phone: 978-934-2546  
fax: 978-934-4076

3. Enter the user’s Last Name, First Name, ID# (must be 8 characters) and the User type. The user type is explained above the entry.

**User Type:** Teaching Assistant/Graduate Assistant/Research Assistant  
Role is similar to the Primary Instructor. All three roles will be provisioned as a TA role. TA/GA/RA must have a contract with HR.

Information for the User that will be added to your Blackboard course:

TA/GA/RA Last Name	TA/GA/RA First Name	TA/GA/RA SIS ID#	TA/GA/RA Usertype
<input type="text" value="Hightower"/>	<input type="text" value="Dont'a"/>	<input type="text" value="12345678"/>	<input type="text" value="Teaching Assistant"/>
<input type="text" value="Edelman"/>	<input type="text" value="Julian"/>	<input type="text" value="12345678"/>	<input type="text" value="Graduate Assistant"/>
<input type="text" value="White"/>	<input type="text" value="James"/>	<input type="text" value="12345678"/>	<input type="text" value="Research Assistant"/>

4. Enter the Course Subject, Catalog Nbr, Class Section and Course Title. Fields are required. If more than 1 class section enter additional sections in fields as needed.

Semester:  Fall  Winter  Spring  Summer Year

**Course Number (ex.ENGL.1010.001):**  
Subject/Catalog/Section# Title

<input type="text" value="PHYS"/>	<input type="text" value="1410L"/>	<input type="text" value="801"/>	<input type="text" value="Physics 1 Lab"/>
<input type="text" value="PHYS"/>	<input type="text" value="1410L"/>	<input type="text" value="802"/>	<input type="text" value="Physics 1 Lab"/>
<input type="text" value="PHYS"/>	<input type="text" value="1410L"/>	<input type="text" value="9-2"/>	<input type="text" value="Physics 1 Lab"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. As the instructor of record, enter your last name, first name and ID#. Click on Sign to electronically sign your name.

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Instructor/Dept Chair Last Name  Instructor/Dept Chair First Name  MI

Instructor/Dept Chair SIS ID#

Only Instructor or Dept Chair Emails @uml.edu will be processed

Instructor or Dept Chair Signature \_\_\_\_\_ Date

6. "Adopt and Sign" your name.

PREVIEW

DocuSigned by:  
*Bill Bellichick* DS  
39FFFAB34A7A495...

By selecting Adopt and Sign, I agree that the signature (my agent) use them on documents, including legally binding documents.



7. When done, Click
8. The electronic docusign form will go into the scheduling queue to be processed into SIS. Please allow for 1-2 business days to be processed in SIS and LMS Blackboard systems.