1. Navigate to Faculty Forms: [https://www.uml.edu/Registrar/forms-faculty.aspx](https://www.uml.edu/Registrar/forms-faculty.aspx)

2. Click on hyperlink “Blackboard Access – Secondary Instructors/Observers”

3. Click “I agree...” and Continue

4. 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.
5. 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.

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

7. “Adopt and Sign” your name.

8. When done, Click

9. 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.