Blackboard Access – Teaching Assistants/Research Assistants/Graduate Assistants

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

   ![Faculty Forms](image1)

   - Office of the Registrar
     - The Solution Center
     - Online Registration
     - Schedules
     - Calendars
     - Academic Catalogs
     - Student Forms
   - Faculty Forms

   - 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 Grade 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](image2)

   - UMass Lowell eForms
   - Univ. of Massachusetts Lowell

   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.

   ![BLACKBOARD ONCAMPUS ACCESS FORM](image3)

   Office of the Registrar
   220 Pawtucket St, University Crossing, Suite M10
   Lowell, MA 01854
   Phone: 978-634-2546
   Fax: 978-634-4076

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](image4)

   - 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.
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.

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

6. “Adopt and Sign” your name.

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.