This form should be completed by the member of staff taking responsibility for the AberLearn Blackboard Departmental Module. (This person will be added as an instructor on the module, with the ability to add content and assign toles to other staff)

Your name

Your email address

Department

Reason Module is required

User names of other staff to be added as Instructors

Modules required

(Please tick as appropriate)

☐ Undergraduate

☐ Postgraduate

☐ Staff

Signed (by Head of Department)

Name

Date

Completed forms should be returned to
E-Services & Communication Team, Hugh Owen Library, Penglais Campus, Aberystwyth, SY23 3DZ

Office Use Only

Module created

Module code

Staff Initials   **Date**

If you would like this form in a different format please contact is@aber.ac.uk 01970 622400
https://share.aber.ac.uk/dept/is/intranet/admin/Form%20Library/officeaccountform-en.doc