

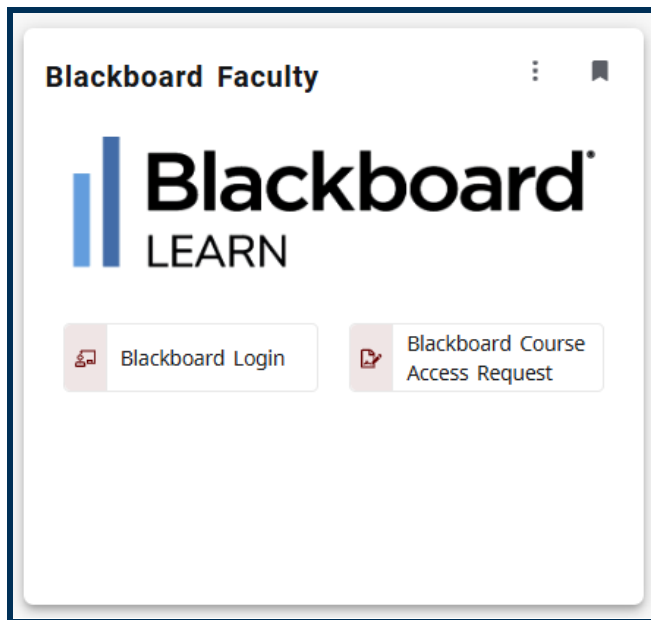
Submit a Course Access Request Form

Overview

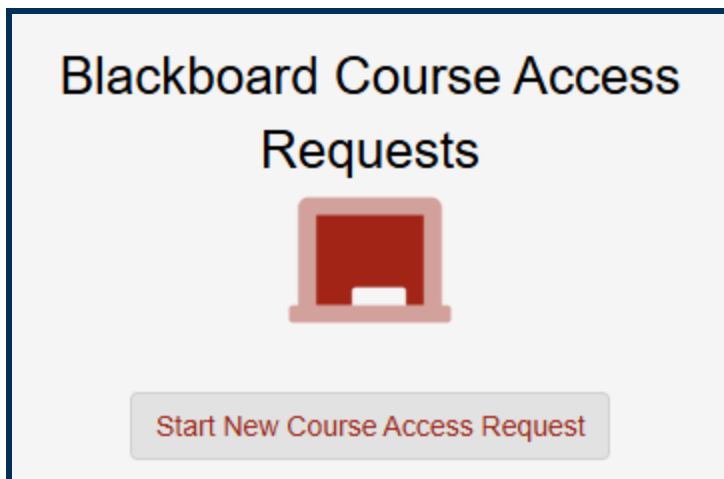
This tutorial explains how to request to add a user to your course.

Step 1: Open the Course Access Request Form

To begin a new Course Access Request, locate the “Blackboard Faculty” box in Wingspan.



To create a new Course Access Request, click on the “Start New Access Request” button.



Step 3: Select the Course

Select the term of the course for which the user needs access, then click Continue.

Blackboard Course Access Request Form - Select a Term

Instructions:
Please select the term of the course for which the user needs access, then click Continue.

Term Title	Term Code
Spring 2025	202510
Fall 2024	202480
Summer 2024	202450
Spring 2024	202410
Fall 2023	202380
Summer 2023	202350
Spring 2023	202310
Fall 2022	202280
Summer 2022	202250
MacFeat 2023-24	OMAC24

1 2 10 items per page

✓ CONTINUE
CANCEL

Select the course and section number, then click Continue.

Blackboard Course Access Request Form - Select a Course and Section

Instructions:
Please select the course and section number for which the user needs access, then click Continue.

<input type="checkbox"/>	Term	Course	Section	Title
<input checked="" type="checkbox"/>	Spring 2025	BSAN-205	001	Business Statistics
<input type="checkbox"/>	Spring 2025	BSAN-210	001	Business Analytics
<input type="checkbox"/>	Spring 2025	BSAN-210	002	Business Analytics
<input type="checkbox"/>	Spring 2025	BSAN-210	003	Business Analytics

1 10 items per page

✓ CONTINUE
CANCEL

Step 3: Select the User

Enter the CWID or username of the user who needs access to the course, then click Continue.

Blackboard Course Access Request Form - Select User

Instructions:
Please enter the CWID or Winthrop username of the user who needs access to the requested course, then click Continue.

Winthrop CWID	<input type="text"/>	Winthrop Username	<input type="text"/>
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Verify the user details, then click Continue.

Blackboard Course Access Request Form - Verify User

Instructions:
Please verify that the user details shown below are correct. Click Continue or, if you would like to choose another user, click on the Back button, then click the right-facing arrow in the Status column for the Select User Action.

CWID	Winthrop Username
Name	
Winthrop Email	

Enter the dates for access to begin and end by clicking on the calendar icons. Type any additional information or comments regarding the request in the Reasons for Adding User box. Select the type of access that the user will have. Then, click the Save button.

Blackboard Course Access Request Form - Select Dates, Add Comments and Review Form for Accuracy

Instructions:
Please select a Date Access Begins and Date Access Ends for the user by clicking the calendar icons. Type any additional comments regarding the request in the space provided and review all form entries for accuracy before clicking the Save button. If any changes are needed, click the Cancel button, then click the right-facing arrow in the Status column for the action that needs to be corrected. You will receive an email confirmation after your request has been processed to confirm when the user will have access to the course.

* = Required Action

Request ID

2699

CWID

W30717171

User First Name

Melanie

User Last Name

Justis

Term

202510

Course and Section

BSAN205001

Winthrop Email

justism@winthrop.edu

Date Access Begins *

Date Access Ends *

Reason for Adding User *

Type of Access *

☐ 1. Student access
☐ 2. Edit/Copy Privileges with Gradebook Access
☐ 3. Edit/Copy Privileges without Gradebook Access
☐ 4. View-Only
☐ 5. Not Sure

Requested By

justism@winthrop.edu

Request Date

9/10/2025 1:57:32 PM






✓ SAVE

⊘ CANCEL

Click on the arrow next to Submit to Administrator.

Blackboard Course Access Request Form

Instructions:
Your request is not complete until you Submit to Administrator. For any actions not yet complete, please click the r
* = Required Action

Actions	
Status	Action
Completed 	*Select a Term Please select the term of the course for which the user needs access.
Completed 	*Select a Course and Section Please select the course and section number where the user needs access.
Completed 	*Select User Enter the user's CWID or Winthrop Username.
Completed 	*Complete Request Form
Not Started 	*Submit to Administrator

After you Submit to Administrator, your form will be reviewed by the Office of Online Learning. You will receive an email when the user has been added to the course.