

How do I Add Faculty and Staff to Blackboard?

The Blackboard Team will automatically create accounts for all faculty and staff at brand new schools, but we can also create accounts for all faculty and staff if your school has not been actively using Blackboard recently.

Requesting Accounts for Entire Staff

Blackboard Coordinators may request Blackboard accounts for your entire faculty and staff if your school hasn't been using Blackboard recently by contacting the Help Desk and providing them with the following information:

- School name
- Whether all faculty/staff need to be created or only certain positions
 - The position titles that need to be created, if not all

Notification of Account Creation

Whether you are a new school or had requested your entire faculty/staff be created, you will receive an email when the accounts have been created. Usernames for faculty/staff must match the user's email id and the password will be numeric and randomly produced. The password should be changed upon the user's first login.

Any faculty or staff members added after the batch creation process has completed will need to be requested through the Bb-Admin Portal at <http://bbadmin.wcpss.net>.