

### How do I Request a Faculty/Staff Account?

The process for requesting Faculty/Staff Accounts is similar to that for requesting Student Accounts.

**TIP!**

Please ensure that you are not requesting accounts for users that already have accounts in the system! This is the number one support request due to the confusion it causes to both the user you requested the account for and for yourself.

Follow the steps below to request any number of new Faculty/Staff Blackboard accounts:

1. Visit: <http://bbadmin.wcpss.net> and log in.
2. Click the Request Faculty/Staff link located in the main menu on the left side of the page.



3. Type the number of Faculty/Staff accounts you would like to create into the space provided.

**Directions:** Enter the number of faculty/sta limit.

**Faculty/Staff:**



4. Click the  button.

# Blackboard Admin Portal

## Requesting Faculty/Staff Accounts

5. Type the Faculty/Staff Member's First Name, Last Name, and Email id into the spaces provided.

#	First Name ?	Last Name ?	Email id ?
1	<input type="text" value="Test"/>	<input type="text" value="User"/>	<input type="text" value="tuser"/>
2	<input type="text" value="Mike"/>	<input type="text" value="Sample"/>	<input type="text" value="msample"/>
3	<input type="text" value="Example"/>	<input type="text" value="Name"/>	<input type="text" value="ename"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Each row should contain 1 unique entry.
  - If you require help, click the  help icon for a quick tip.
6. Double check that you are providing the correct email id in the Whitepages system, which can be found at: <http://whitepages.wcpss.net/>. You need to ensure that you are entering correct information for every account you create and Whitepages can help you confirm email ids.
  7. Click the  button to complete the creation request process.

**TIP!**

Please note that you will not receive a confirmation email until the accounts have been created, similar to the student account request process. This email will also be sent to each faculty/staff member whose account was created, giving them their password.