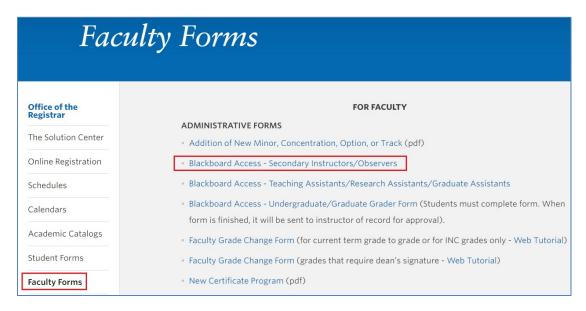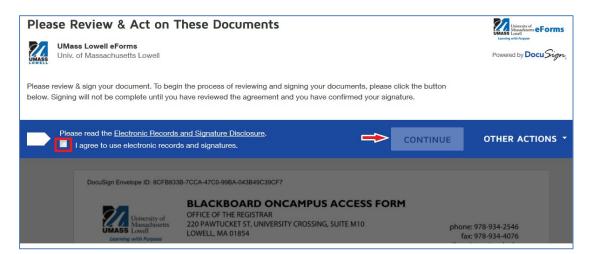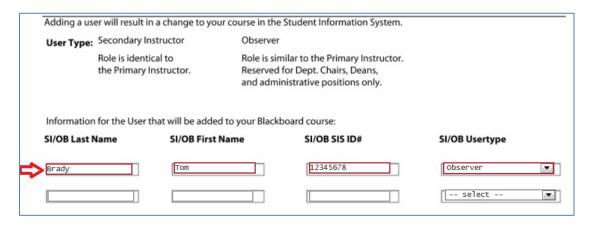**Blackboard Access - Secondary Instructors/Observers**

1. Navigate to Faculty Forms: https://www.uml.edu/Registrar/Faculty-Forms/default.aspx Click on hyperlink "Blackboard Access – Secondary Instructors/Observers"
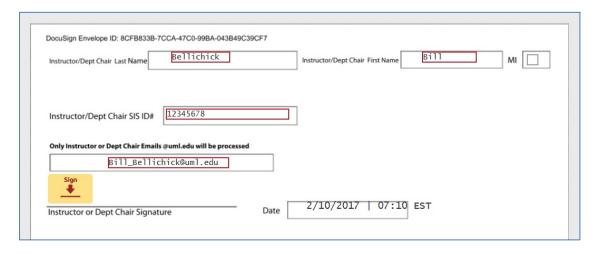

2. Click "I agree…" and Continue

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.

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 **FINISH** **OTHER ACTIONS ▾**

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.