



# UNIVERSITY OF NORTH CAROLINA SCHOOL OF THE ARTS BLACKBOARD ACCOUNT REQUEST FORM

1. Last Name \_\_\_\_\_ EZ-Arts ID (96#) \_\_\_\_\_  
 First Name \_\_\_\_\_  
 Middle \_\_\_\_\_

2. Department: \_\_\_\_\_ Building: \_\_\_\_\_ Room: \_\_\_\_\_

3. Job Title \_\_\_\_\_ EMail \_\_\_\_\_

4. My Status :  Staff  Faculty  Administrator  Other

5. This is a request to:  
 Create a New Account  Modify Account \_\_\_\_\_  De-Activate Account \_\_\_\_\_

6. I need BlackBoard Transact access in order to:

7. I have read the UNCSA Security and Confidentiality statement attached to this form and agree to abide by the policies outlined therein.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ **Phone** \_\_\_\_\_

8. Authorization

As departmental representative, I approve the access requested by the above employee and will initial attachments to this form. If the user of the above computing account leaves this department, I will notify The One Card Office so that the account may be de-activated.

**Signature of Immediate Supervisor** \_\_\_\_\_ **Date** \_\_\_\_\_ **Phone** \_\_\_\_\_

9. Route to BlackBoard Transact Security Coordinator - One Card Office

**Signature BbTSA Security Coordinator**  **Date** \_\_\_\_\_

## University of North Carolina School of the Arts Security and Confidentiality Statement of Responsibility

Security and confidentiality of records, reports, and files are matters of critical importance to the University of North Carolina School of the Arts (UNCSA). Access to such information is provided solely for use in the performance of assigned duties. Any other use is prohibited. The purpose of this statement is to clarify your responsibilities. Each individual who has access to information is expected to adhere to the security and confidentiality principles stated below.

As a person who has access to such information, you **will not**:

- Share your password with any person, or permit any other person to access information using your identity, except the University of North Carolina School of the Arts authorized technical support staff;
- Permit the unauthorized use of any information in records, reports, and files to which you have access;
- Seek personal benefit from information that you have acquired as a result of your access;
- Disclose the contents of any confidential record, report, or file to any unauthorized person, except in the conduct of professional responsibilities;
- Knowingly include a false, inaccurate, or misleading entry in any official record, report, or file
- Knowingly destroy or alter information from any record, report, or file, except as authorized;
- Remove any record, report, or file from the office where it is maintained, except in the performance of your assigned duties;
- Cause or assist another person to violate these principles.

Violations of these principles may lead to disciplinary action consistent with applicable personnel policies. Violations can also lead to action under North Carolina Statutes pertaining to theft, alteration of public records, or other applicable sections.

***By signing below, you are indicating you have read, understand and will comply with these principles. Please be advised that the conditions of this security and confidentiality statement of responsibility remain in full effect for the duration of your employment with the University of North Carolina School of the Arts. You will be required to renew this Statement of Responsibility upon rehire following any breaks in employment.***

Name \_\_\_\_\_

(Print)

**Signature** \_\_\_\_\_

Date \_\_\_\_\_



**UNIVERSITY OF NORTH CAROLINA SCHOOL OF THE ARTS  
BLACKBOARD TRANSACT SYSTEM SUPPORT ACCESS FORM**

**This form must be accompanied by a BLACKBOARD TRANSACT ACCOUNT REQUEST FORM**

1.

Last Name \_\_\_\_\_

EZ-Arts ID (96#) \_\_\_\_\_

First Name \_\_\_\_\_

Middle \_\_\_\_\_

2.

Department \_\_\_\_\_

Account Purpose \_\_\_\_\_

*3. This section to be completed by the BlackBoard Transact Security Coordinator*  
**BlackBoard Transact System Support Access**

User Group Assigned \_\_\_\_\_

*User Groups are pre-configured by the One Card Office  
Complete User Group Definitions are filed in the One Card Office and are available upon request.*

Merchants Assigned \_\_\_\_\_

4. Authorizations

As the employee's supervisor, I understand that this individual will have access through the account to all technical functions indicated above. If the individual assigned to the above User ID leaves this department, I will notify the BlackBoard Transact Security Coordinator so that the user's access will be revoked.

**Signature of Immediate Supervisor** \_\_\_\_\_

Date \_\_\_\_\_

I grant UNCSA OneCard BlackBoard Transact resources to the User ID above and assign that User ID to the individual as listed.

**One Card Office Authorization** \_\_\_\_\_

Date \_\_\_\_\_

5. Route to BlackBoard Transact Security Coordinator - One Card Office

**Signature BbTSA Security Coordinator**

Date \_\_\_\_\_