Canvas LMS Admin-Level Access Request Form
For Faculty and Staff

SECTION 1: Requestor Information

Full Name: _____

Title/Position: _____ **Department/Program:** _____

ETBU Email: _____ **Phone Number:** _____

SECTION 2: Access Request Details

- **Reason for Request:**
  (Provide a justification for needing admin-level access, including how it supports academic or operational goals)

  _____

- **Requested Level of Access:**
  (**View** role descriptions)

□ Account Admin	**Duration of Access:**
□ Dean	☐ Ongoing
□ Chair	
□ Admin Assistant	☐ Temporary
□ Instructional Designer	
□ 1P&SS Admin	Access needed until:
□ DD Advisor	

By signing below, I acknowledge that I have read and understand the institution's policies related to data security, student privacy, and responsible use of institutional systems. I agree to use my administrative-level Canvas access solely for the purposes stated in this request and within the scope of my institutional role. I understand that I am only authorized to access courses, users, and data for which I have been granted responsibility, and I will not access or interfere with courses or data outside of that scope. Misuse of this access may result in revocation of privileges and/or disciplinary action.

Requested by _____ **on**

SECTION 3: Approval

Dean's Signature: _____**Date:**

Vice President for Academic Affairs_____ **Date:**

SECTION 4: Administrative Use Only

- **Director of Online Learning Notification:**
  - ☐ Notified via email on
  - ☐ Acknowledged
- **LMS Administrator Action:**
  - ☐ Access Granted
  - ☐ Access Denied
  - ☐ More Information Requested

- **Access Details:**
  Role Assigned: _____
- Effective Date:
- **Processed By:** _____
- **Date Processed:**