SUNY Cortland Registrar's Office
223 Miller Building
PO Box 2000
Cortland, NY 13045-0900
607-753-4702   I   registrar@cortland.edu

FACULTY AND STAFF

Brightspace Observer Access Request

This form is used to provide access to SUNY Cortland instructors, supplemental instruction leaders, tutors and teaching assistants with student observer / auditing level (non-instructor) access to a Brightspace course.

Note: This process may take several days to complete. Please plan accordingly.

- Individuals using this process will appear as auditors, and will have no grading or editing access to course sections.
- Course instructors must agree to grant access to the course.
- When enrolling any student or volunteer, chair approval from the instructor's department is required.
- This form is not used to add official co-instructors to a course section or Brightspace space.
- This form will be accepted and reviewed by the Registrar's Office, and requested through the Help Center.

Name: _____   Cortland ID: C00 _____

If you are not a current Cortland faculty member, staff member or student, please contact Human Resources for 'volunteer' status.

Your Office/Dept: _____   Phone: _____

Your College Status: ☐ Faculty   ☐ Staff   ☐ Student Employee/Assistant*   ☐ Volunteer*

* Students and volunteers must complete a confidentiality form to gain access. Chair approval is also required.

Access Reason: _____

_____

_____

Please indicate why access is being granted. (e.g.: supplemental instruction, tutoring etc...)

Course Subject: _____ Course Number_____ Course Section: _____ CRN: _____

☐ Fall ☐ Winter ☐ Spring ☐ Summer Year: _____ Course Dept: _____

Auditor Signature: _____   Date: _____

Instructor Approval: _____   Date: _____
Instructor signature is required. If the instructor is not accessible, please contact the Registrar's Office.

Chair Approval: _____   Date: _____
Chair approval is required when adding students or volunteers.

Registrar Approval: _____   Date: _____
When all of the above signatures are complete, send this form to the Registrar's Office for approval and action.