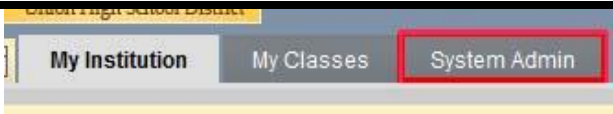


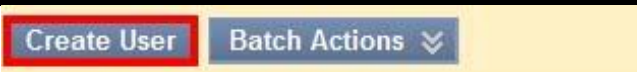



# Creating an Account for a New Student

This will show you how to create an account for a student on Blackboard 9. In order to create a user account you will need to have System Administrator rights. Here is the information you will need from the student to create their user account. *(Follow this procedure only if the student has transferred from another school outside of the district)*

- First Name
- Last Name
- Novell Username

<p><b>Step 1</b></p> <p>Select the Tab titled <b>"System Admin"</b></p>	
<p><b>Step 2</b></p> <p>Select the <b>"User"</b> link under the User Box</p>	
<p><b>Step 3</b></p> <p>Make sure the student does not have a current account to avoid a duplicate. Type in the student's current Novell username and select <b>"Go"</b></p> <p>If the student has a current account please notify the student they have an account</p>	
<p><b>Step 4</b></p> <p>To create the student account select the <b>"Create User"</b> button</p>	 
<p><b>Step 5</b></p> <p>Enter in the following information for a student account:</p> <ul style="list-style-type: none"> <li>• <b>First Name</b></li> <li>• <b>Last name</b></li> <li>• <b>Novell Username</b></li> <li>• <b>Password</b></li> </ul> <p>For the password you can type in anything because the password will default to the Novell Password</p>	<p>* Indicates a required field.</p> <p><b>1. Personal Information</b></p> <ul style="list-style-type: none"> <li>* First Name <input type="text"/></li> <li>Middle Name <input type="text"/></li> <li>* Last Name <input type="text"/></li> <li>Email <input type="text"/></li> <li>Student ID <input type="text"/></li> </ul> <p><b>2. Account Information</b></p> <ul style="list-style-type: none"> <li>* Username <input type="text"/></li> <li>* Password <input type="text"/></li> <li>* Verify Password <input type="text"/></li> </ul>

## Step 6

Scroll to the bottom of the page and find the “System Roles”, select from the drop down list “None”

Then click **Submit**

### System Roles

Select a System Role

Note: Any role other than None, Parent, or

None	▼
Card Office Administrator	
Class Administrator	
Community Administrator	
eCommerce Administrator	
eMarketplace Administrator	
Guest	
Learning Environment Administrator	
None	
Parent	
Support	
System Administrator	
System Support	
User Administrator	