



Course Access Notification E-mail

The following information must be included in all course access notifications. All notifications must be CC'd to blackboard@twu.edu and to the Blackboard SA: vjohnson@twu.edu or sent via Footprints, copying the Blackboard Team.

This is to notify you that your course was accessed by an Instructional Support Services technical support member for the reasons listed below. If you have any questions or concerns please contact the primary Blackboard System Administrator at blackboard@twu.edu.

Instructor(s):

Course:

Date:

Time:

Areas accessed:

Reason for access:

Regards,

<Sign Name of Person who accessed course here>

Credentials and/or position:

Phone:

Email address:



Helpdesk
940-898-3971
helpdesk@twu.edu
<http://www.twu.edu/help-desk>

Blackboard Support
940-898-3706
blackboard@twu.edu
<http://www.twu.edu/blackboard>

