

# Blackboard Transact BG1 Card User Request Form

## Section 1: User Identification

Full Name:

BGSU Email:

BGSU ID #:

Computer IP Address:

Department:

Phone:

Signature of Applicant:\*

\*Signature indicates acceptance of acceptable use policy provisions and all applicable privacy policies. See the following URL for the full policy - <http://bgsu.edu/offices/cio/pages52522.html>.

Printed Name of Area Manager:

Signature of Area Manager:

Area Manager Email Address:

Area Manager Phone:

Authorization Requested (Select One):

Classification:  
(Click One)

Faculty

Admin. Staff

Classified

Student

Date:

Date:

## Section 2: System Codes/Software

Merchant Name:

Same Access as (User Name):

Blackboard Access (Select all that are needed):

BBTS Desktop Application

BBTS Reporting System

## Section 3: BG1 Plus Office Reviews/Approvals

Filled out by BG1 Plus Office

User Added to Transact

Submitted ticket to ITS

BG1 Card System Admin. Signature: