Developmental User Accounts Procedure--Blackboard Version 6

This procedure serves to address the creation and deletion of developmental user accounts in Blackboard. User accounts can also be referred to as temporary accounts for training and testing purposes.

Creation:

- All development user account requests should be forwarded to the Blackboard Administrator.
- The Blackboard Administrator or designee shall create all developmental user accounts under Blackboard version 6.
- Development user accounts are NOT to be classified and are to follow the following naming structure: DEV_Name [example: DEV_jSmith]

Deletion:

- The Blackboard Administrator or designee shall delete all development user accounts at approximately three weeks after the semester ends in which the DEV accounts were created.

Any questions regarding this procedure should be emailed to webmaster@worcester.edu