Canvas Course Access Request & Authorization Form

Use this form when an instructor of record or other authorized academic official approves non-standard Canvas access. One request may include multiple people, courses, sections, and roles using the Access Assignment pages.

1. INSTRUCTOR OF RECORD / AUTHORIZED REQUESTER

First Name

Last Name

FAMU Email

Employee ID

College / School

Department / Division

2. REQUEST PURPOSE & ACCESS PERIOD

Purpose / Business Justification

Requested Start Date

Requested End Date

☐ Through end of term

Access assignments are listed on the following page(s). Each row identifies the specific person, ID number, course/section, and Canvas role being authorized. Duplicate the Additional Access Assignments page when more rows are needed.

3. TERMS OF AUTHORIZATION

By checking the box below and signing this form, I authorize the access assignments listed on the attached page(s). Access is limited to the stated course-related purpose. Course content materials may be used only for the authorized purpose, and any other unauthorized use is prohibited.

☐ I certify that I am authorized to approve this request (e.g., Instructor of Record, Dean, Department Chair, or other authorized academic official) and authorize the access assignments listed with this request.

Print Name

Date

Signature (type name for electronic submission or sign after printing)

Submit completed form and all Access Assignment pages to: oit@famu.edu

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4. CANVAS ACCESS ASSIGNMENTS

Use one row for each person-to-course assignment. Repeat a person's information on additional rows when that person needs access to more than one course or section. Use Page 3, and duplicate it if necessary, when additional rows are required.

Person Being Added	FAMU Email / Login	Employee / Student ID	Course Code / ID	Section	Term	Role
						Select One
						Select One
						Select One
						Select One
						Select One
						Select One
						Select One
						Select One
						Select One
						Select One

Canvas Role Reference

Student: Standard student-level course participation/access.
Teacher: Instructor-level access with broad course management permissions.
TA: Teaching Assistant access to support instructional/course activities.
Designer: Course design/content-management access without the standard student role.
Observer: View-oriented access used to observe course activity with limited interaction.
Other: Use when another approved Canvas role is required; provide details in the request purpose/justification.

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4. ADDITIONAL ACCESS ASSIGNMENTS

Use one row for each person-to-course assignment. Repeat a person's information on additional rows when that person needs access to more than one course or section. Use Page 3, and duplicate it if necessary, when additional rows are required.

Person Being Added	FAMU Email / Login	Employee / Student ID	Course Code / ID	Section	Term	Role
						Select One
						Select One
						Select One
						Select One
						Select One
						Select One
						Select One
						Select One
						Select One
						Select One

Canvas Role Reference

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Other: Use when another approved Canvas role is required; provide details in the request purpose/justification.