|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FIRST NAME** |  | **LAST NAME** | | |  | | | | **DATE** |  |
| **ORGANISATION CODE** | **This code will be automatically generated** | **ORGANISATION NAME** | | | |  | | | | |
| **ORGANISATION CATEGORY**  **[Please select from list]** |  | | | | | | | | | |
| **ORGANISATION LEADER USERNAMES**  **IMPORTANT – WE WILL ONLY ACCEPT A PERSON’S ‘USERNAME’ – E.G. JSMITH (JANE SMITH)** | | | **1** |  | | | **2** |  | | |
| **3** |  | | | **4** |  | | |
| **5** |  | | | **6** |  | | |
| **Please provide a brief overview of the purpose of this organisation.** | | |  | | | | | | | |

* **By default all organisations are created with organisation Leader / System Admin enrolment options.**

**Please attach completed form to a support request via the Point of Business (PoB) service;** [**http://its.southwales.ac.uk/it-support/**](http://its.southwales.ac.uk/it-support/)

**Glossary**

**Organisation Code:** This code will be automatically generated by the ISeLS Customer support services team.

**Organisation Title**: This is the name you would like the Organisation to have.

**Faculty:** Select the name of the Faculty who is responsible for this Organisation.

**Organisation Category:** This field is used to enable learners to search the Organisation Catalogue for a requested organisation. The Organisation Sub-Category field can be used to categorise the organisation further.

**Organisation Leader Usernames:** Usernames should be listed, not user full names. These must all be existing Blackboard Users.