

## Procedure for non-UH users to get a Blackboard account

For non-UH affiliated people to get an account in Blackboard, a PeopleSoft Person of Interest (POI) account and a Sponsorship account must be created for them first, as explained at [Sponsored Account Procedures](#).

A new instructor whose paperwork has not been completely processed may require a POI account and possibly a Sponsorship account in order to get access to Blackboard.

A POI account creates a PeopleSoft ID (PSID) and a Sponsorship account creates a CougarNet ID. In order to log into Blackboard Learn a CougarNet account is needed.

For Blackboard accounts, the college or department's business services' office should do two things.

### **Step 1. Create a Person of Interest (POI) account in PeopleSoft with one of the following POI Types:**

106 for Future Faculty  
108 for Guest Speakers  
400 for Other Students – non-UHS

For instructions on the POI process, see the ePOI Processing Manual at [POI manual](#) .

For more information on processing future faculty and visiting instructors, the department should contact Faculty Affairs.

### **Step 2. Complete a Sponsored Personal Account application for an individual account.**

See [Sponsored Accounts](#) to download a .pdf form. There are instructions on the second page. This is not a fillable form. It needs to be printed out and completed by hand. Fax to 713-743-1410, or scan and email to [sponsoredaccounts@uh.edu](mailto:sponsoredaccounts@uh.edu) .

When the POI and sponsored account are created, the department should send an email to [blackboard@uh.edu](mailto:blackboard@uh.edu) in order to let the Blackboard Team know which course to enroll the account into.