  
Application Form for E3 Learning Management System

| Applicant's Name | | |  | Applicant's Office | | | |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Phone Number | | |  | Email | | | |  |
| Function Request | | | | | | | | |
| A.  User | User info. | | * Name：　　　　　 　 Student/Staff ID：　　　 　　　  Email：   \* If there's a lot of information, please fill out the attached form on the next page. | | | | | |
| Action | | □ **Add** a New USER.  □ Assign a position，as ○TA ○Teacher ○Student ○Auditor  □ Set User as Departmental Administrator | | | | | |
| B.  Course | New Course page | | Course Number：  Course Name： | | | | | |
| Description | |  | | | | | |
| Enrollment | | □ Course Number：　　 　　　　　Course Name：  □ ALL 　　　　○Undergraduate / ○Graduate / ○College Courses  \* If you want to add a special course page, please fill out the attached form on the next page. | | | | | |
| Semester | | □ 　　 　　　Year Spring / Autumn / Summer  □ Every Semester in the future. | | | | | |
|  |  | |  | | | | | |
| Handling Office | Officer | | Ext: | | Received Date | |  | |
| Processing Record | |  | | | | | |
|  |  | |  | | | | | |
| Applicant's Signature | | Signature of the Office Supervisor | | | | Handling Officer | | |
|  | |  | | | |  | | |

Attached Form

（You can add more forms if there are not enough.）

1. Add new user:

| No. |  | Name | Student/Staff ID | Email |
| --- | --- | --- | --- | --- |
| 1 | #1 |  |  |  |
| 2 | #2 |  |  |  |
| 3 | #3 |  |  |  |

1. Add new courses:

| No. | Course Number | Course Name |
| --- | --- | --- |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |