
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 |  |  |