

# Centra Class/Session Request

Leader (Instructor)  Full Blackboard class name:

(Example: 2005.08.fall.nur.nurs.381C.01 web dev)

Phone:  E-mail:  Record Sessions?

Occurs   Time:   Duration (hrs:min)  Total number of sessions

Please list all session dates:

(if times vary, list individual times next to each date)

## Enrollment:

VUNET ID and E-mail address must be listed for each student

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## Guests:

Please specify date(s) guests will be attending and what their role will be (leader, co-presenter, attendee).

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All participants must have a Centra account. An account can be created at [www.vanderbilt.edu/centra](http://www.vanderbilt.edu/centra)  
User name should be their **VUNET ID** and they will create a password that is **not** their e-password.

**\* Please contact Christy Benson ([christy.benson@vanderbilt.edu](mailto:christy.benson@vanderbilt.edu)) to have a guest account created for a non Vanderbilt employee**

\*Please note: clicking the above button will open a 'new e-mail message.' The information contained in this form will show as an attachment, but will be in a format that you will likely be unable to view (.xml) - **this is correct**. You do not need to add any message, just send as is.