

# If I am an instructor, but I have yet to have my name added to the payroll, how can I obtain a BOL account if I need access to course materials?

Instructor can apply for a “special temporary account” with an expiration date by following the instructions for a visiting scholar account here:

<http://www.bol.ucla.edu/services/accounts/info/special.html#temp>

Once the professor has a payroll entry, they can then contact BOL to switch their account over to a regular one.

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Revision #4

Created 2006-04-28 11:01:41 UTC by Kong, Caroline

Updated 2006-04-28 11:04:12 UTC by Kong, Caroline