## IT Authorizations Form

**Name:**

(Last) (First) (M.I.)

**Employee ID:**

**UA Email account:**

**Department(s):**

**Positions:**

**Supervisor:** Please indicate the logins needed, below. **Supervisor’s Signature:**

- Check if a copy should be sent to the Supervisor upon completion.
- People Admin
- BASIS
- UAConnect
- OCLC
- RazorBuy

### Set up by Library IT

- Active Directory
- Part of Library Faculty AD group
- CONTENTdm:
- other:

**Date Completed:**

**Initials:**

### Set up by Web Services

- Sierra:
- Web Admin:

**Date Completed:**

**Initials:**

### Springshare / LibApps

- LibGuides:
- LibAnswers:
- LibCal:
- LibInsight:

### Set up by User Services

- When to Work:
- QuestionPoint:
- Other:

**Date Completed:**

**Initials:**

**Received in HR:**

**Employee Exit:**

**Initials:**

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**Date:**

**Initials:**

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**rev. 11/08/18**