



Authorization form to request new Sirsi Workflows (library staff) accounts

This form must be completed by the **superintendent** (public schools) or **principal** (non-public schools).

Superintendents (public schools) or principals (non-public schools) may authorize the creation of new Sirsi Workflows accounts themselves or may grant another individual that authority (e.g. library liaison, technology coordinator, etc.). The library liaison is responsible for requesting modifications to or deletions of *existing* library staff accounts.

Account requests for library staff must be submitted via Cherwell by creating a request in the *ncc.library.new accounts* area and completing the form questions. (Note: Each library liaison has access to Cherwell as it is the primary means of requesting support from NCC.) Instructions on requesting new accounts are available here:

http://www.nccohio.org/library/files/library_account_instructions_cherwell.pdf

In terms of *secure* information, library employees with Sirsi Workflows accounts have access to current library patron data for students and faculty and will be able to view patrons' current checkouts.

Please indicate below whether you, as the head administrator of your school/district, prefer to submit requests for new Sirsi Workflows accounts yourself, or whether you prefer to authorize another individual to do so in your stead.

School district (public schools) or **School name** (non-public): _____

Superintendent name (public school): _____

Principal name (non-public schools): _____

I will submit requests for new library staff accounts.

If you checked the box above, do you already have a Cherwell Service Desk account?

Yes, my username is: _____

No, please create an account for me and send the login information to the following email address:

- OR -

I authorize the following individual to request new accounts on my behalf.

Name of authorized individual: _____

Position/title: _____

Email address: _____

Superintendent/principal signature: _____

Date: _____