



Sierra Staff User Account Request

Institution: _____ Date: _____

Name of person completing form: _____

Phone: _____ Email: _____

New Staff User Account Information:

Name (Lastname, Firstname): _____

Email: _____

Location served (home campus): _____

User Roles:

Please identify an existing user account that has the permissions you would like to duplicate:

OR indicate which Roles will apply to this account. *(Check all that apply.)*

<input type="checkbox"/>	Circulation Assistant (checkout, search catalog and place holds)
<input type="checkbox"/>	Circulation Staff (Circ Assist plus: manage holds, create lists/reports, catalog reserves, override)
<input type="checkbox"/>	Cataloging Assistant (create and edit items)
<input type="checkbox"/>	Cataloging Staff (Cat Assist plus: delete items and reports)
<input type="checkbox"/>	Acquisitions / Serials Assistant (claiming, routing, receive)
<input type="checkbox"/>	Acquisitions Staff (Acq Assist plus: send orders, invoices, vouchers, fiscal close)
<input type="checkbox"/>	ERM (catalog ERM, contacts, delete records, reports)

Other permissions allowed or denied? *(Describe any specific functionality this person should be allowed or denied.)*
