

Staff Privileges Request

Institution: _____ Date: _____

Name of individual completing form: _____

Phone: _____ Email: _____

Instructions: Complete the following information to request that a user account be created or deleted, or to make changes to an existing account.

Action requested: Add user _____ Change user _____ Delete user _____

Person/group using account: _____

User's email address: _____

Institution: _____ Campus: _____

Account setting: Generic user (group) _____ Individual user _____

Please identify an existing user account that has the privileges you would like to duplicate for creating a new account: _____

List any specific permission modifications that need to be made to the new user account. Include additional pages if needed:

Account type:

Yes ___ No ___ Establish an account to access Library Staff Resources and the LINCC Reports Service (LRS)

Yes ___ No ___ Establish an FLVC Learn account to register for on-site training sessions

Yes ___ No ___ Send FLVC welcome packet by email

FORM SUBMISSION INSTRUCTIONS

Step 1: Initial Requestor

Send the completed form to your college's Administrative Contact for review and approval. The form will be delivered by email as a PDF attachment.

Institution Contact Email: _____

Step 2: Institution Contact

Enter your name below to indicate approval and submit the form to the Help Desk. Note: The form must be sent from the email address on file for the Institution Contact.

Institution Contact Name: _____