Create a Record Manager account
Last updated: Fri, 07 Aug 2020 13:19:11 GMT

Learn how to create, edit, and delete a staff account for WorldShare Record Manager.

Create an account

Complete the request form

If you have an OCLC Cataloging Subscription, but you do not have access to WorldShare Record Manager, complete the request form. If no one at your institution has previously submitted the request form:

- Complete the [WorldShare Record Manager request form](https://help.oclc.org/Metadata_Services/WorldShare_Record_Manager/Get_started/Create_a_Record_Manager_a…) so that OCLC will provision your institution for Record Manager (the Metadata tab). You will receive notification from OCLC Order Services when your institution has been provisioned. After you receive notification, proceed to use the OCLC services account page to create credentials.

Note: If your library does not have an OCLC Cataloging Subscription, you can request more information by filling out the form on the [OCLC Cataloging and Metadata subscription](https://help.oclc.org/Metadata_Services/WorldShare_Record_Manager/Get_started/Create_a_Record_Manager_a…) page.

Create, edit, or delete additional staff accounts

To create additional staff accounts navigate to the [WorldShare interface > Admin tab](https://help.oclc.org/Metadata_Services/WorldShare_Record_Manager/Get_started/Create_a_Record_Manager_a…). See the documentation on [User management](https://help.oclc.org/Metadata_Services/WorldShare_Record_Manager/Get_started/Create_a_Record_Manager_a…) for more information.

To edit or delete an account:

1. Navigate to the [WorldShare interface > Admin tab](https://help.oclc.org/Metadata_Services/WorldShare_Record_Manager/Get_started/Create_a_Record_Manager_a…).
2. See the documentation on [User management](https://help.oclc.org/Metadata_Services/WorldShare_Record_Manager/Get_started/Create_a_Record_Manager_a…) for more information.