What are the steps for completing the Access and Authorization form?

Last updated: Thu, 22 Sep 2022 11:55:39 GMT

Applies to

- Access and Authorizations

Answer

User goes to this URL: https://www.oclc.org/app/sysacc/header.pl

First screen looks like this:

![OCLC Access & Authorization Form](https://help.oclc.org/Metadata_Services/Connexion/Troubleshooting/What_are_the_steps_for_completing_the_Access_and_Authorization_form.png)
Once you complete this section click on **Next** button to proceed.

Three options will display at top of form that look like this:

![OCLC Access & Authorization](image)

Click on the appropriate link to proceed.

To illustrate I chose ‘**Add New Authorization**.’ However, any option can be used here.

Populate the operator name, logon greeting and password fields.

![Add New Authorization](image)

Click on **Next** to proceed.

Choose the cataloging service mode (level) and Local Holdings Maintenance level.

If you pick cataloging service mode of Full, Local Holdings populates with same level.
Note: For more information on cataloging authorization levels, see OCLC Cataloging Authorization Levels for Record Actions and Upgrades.
OCLC Access & Authorization

Add New Authorization

*Operator Name: Marie Darwin  
*Logon Greeting: Marie  
*Password: allstar  
*Default Service: Cataloging Service

For current WebDewey subscribers only:

☐ Include WebDewey access with this Cataloging authorization.

Cataloging Service Options (see Description of modes):

*Cataloging Service Mode  
Local Holdings Maintenance Level

- FULL-Full  
- FULL-Full

Note: The Local Holdings Maintenance (LHM) Level will automatically be chosen based on your Cataloging Service Mode; you have the option to change the default LHM Level if appropriate.

Classification Schemes: (Cataloging only)

*Default Classification Scheme

GOV--Government Documents (086, 074, 037)

Additional Classification Schemes

Select all that apply:

- CAN--Call Number/Class Number assigned in Canada (050)
- DEW--Dewey Decimal System (082, 092)
- GOV--Government Documents (086, 074, 037)
- LC--Library of Congress (050, 090)
- NAL--National Agricultural Library (070, 072)
- NLM--National Library of Medicine (060, 096, 069)
- UDC--Universal Decimal Class (080)

Subject Headings: (Cataloging only)

*Default Subject Heading

LCAC--Library of Congress/Annotated Card (2d ind. 1)
If you need to add notes you can do so in the Special Instructions section. Click on **Next** to proceed.

A summary screen will display. If everything looks good you can click on **Add Request**. If you need to make changes, please click on **edit info** hyperlink.
OCLC Access & Authorization

Please review the following information. Use the edit info link to make any necessary changes. Please DO NOT use the browser back button to make changes.

If the following information is correct, add the request to the order by clicking on the add request button. NOTE: You will have an opportunity to cancel this order on the following page.

<table>
<thead>
<tr>
<th>Institution's Information</th>
<th>edit info</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Contact Person</td>
<td>Karen Tkach</td>
</tr>
<tr>
<td>*Institution Name</td>
<td>OCLC</td>
</tr>
<tr>
<td>*OCLC Billing Partner</td>
<td>OCLC</td>
</tr>
<tr>
<td>*OCLC Symbol</td>
<td>OCL</td>
</tr>
<tr>
<td>*Phone</td>
<td>1-800-848-5878</td>
</tr>
<tr>
<td>*E-mail</td>
<td><a href="mailto:tkachk@oclc.org">tkachk@oclc.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Add Authorization</th>
<th>edit info</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Operator Name</td>
<td>Marie Darwin</td>
</tr>
<tr>
<td>*Logon Greeting</td>
<td>Marie</td>
</tr>
<tr>
<td>*Password</td>
<td>alistar</td>
</tr>
<tr>
<td>*Default Service</td>
<td>Cataloging Service</td>
</tr>
<tr>
<td>Cataloging Service Mode</td>
<td>FULL--Ful</td>
</tr>
<tr>
<td>Local Holdings Maintenance Level</td>
<td>FULL--Ful</td>
</tr>
<tr>
<td>Authorized Formats</td>
<td>.</td>
</tr>
<tr>
<td>Default Classification Scheme</td>
<td>GOV--Government Documents (086, 074, 037)</td>
</tr>
<tr>
<td>Additional Classification Schemes</td>
<td>DEW--Dewey Decimal System (082, 092)</td>
</tr>
<tr>
<td>Default Subject Heading</td>
<td>LC/AC--Library of Congress/Annotated Card (2d ind. 1)</td>
</tr>
<tr>
<td>Additional Subject Headings</td>
<td>NLC/F--National Library of Canada/French (2d ind. 8)</td>
</tr>
<tr>
<td>Special Instructions (if applying for NACO authorization please provide your institution's MARC21 Organization Code)</td>
<td>.</td>
</tr>
</tbody>
</table>

The final screen will have three options:
If an additional request is needed (i.e. request more than one authorization, a delete, or change, click **Add Another Request** and add necessary information.

When ready to submit the order, click on Submit Order button. This is what allows the form to be sent to Order Services for processing.

Once the form is processed user will receive notification and effective date of changes, adds or deletes.

Your request has been added to this order. Add Another RequestSubmit OrderCancel Order