Add an institution to configure

Learn how to add an institution so that you can configure its settings in OCLC Service Configuration.

Note: These instructions only apply if you signed in to Service Configuration with a WorldCat Account.

If you have not yet added institutions that you are authorized to configure, follow the below instructions after you sign in to Service Configuration.

1. On the Service Configuration home screen, in the upper-right corner, click the arrow next to your user name and then select Authorize Institutions from the drop-down menu.

2. On the Add more institutions to configure screen, enter your FirstSearch, OCLC Resource Sharing, or Connexion Autho and Password.
   Note: You must use a FirstSearch, OCLC Resource Sharing, or Connexion authorization and administrative password associated with that account. If you manage an account for a service other than those listed, contact OCLC Order Services at orders@oclc.org.

3. Click Add Institution.

4. If accepted, a configuration message appears. The new institution will be available for configuration in a few business hours.

5. Click Back to Main Menu to return to the Service Configuration home screen.