

# e-Library Account Support

To create an account to access the Librarian, Faculty and Staff e-Library, follow the instructions below.

## Submit a UARF

1. To gain access to the e-Library portal, your managing supervisor must submit a UARF (User Access Request Form) on your behalf.
2. Managing supervisors can submit a UARF by sending an email to their HR representative. The HR representative then forwards the request to the service desk.
3. The email should contain the following information:

Action Requested	Add User Account
First Name	<name>
Last Name	<name>
Location	<employee location .i.e. BMBS – Brown Mackie College - Boise>
Department	<department – i.e. Library-Learning Resource Center>
Email Address	<email address>
Extension/Phone #	<phone #>
Job Code	<employee's job code, which is associated with the employee's job title recorded in Lawson and the Compensation SharePoint portal>
Title	<title>
Supervisor Name	<name>
Supervisor's Extension	<phone #>
Supervisor's Email	<email>
Special Instructions	Add User to the following AD group: <AD group name> (see table below for appropriate group name)

School	Faculty Members	Librarians
BMC	BEA_FACULTY_GROUND_BMC	BEA_STAFF_BMC

4. Once the UARF has been submitted, it will typically take 1-2 days for approval. Once it is approved, you will receive an email alert.
5. Once your account is approved, you can log into the e-Library portal with your Active Directory ID and password (The same ID and password that you use to access email, intranet and other EDMC services).