

Library Account Support

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

Submit a UARF

1. To gain access to the 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
Argosy	BEA_FACULTY_GROUND_AU	BEA_STAFF_AU
Art Institute	BEA_FACULTY_GROUND_AI	BEA_STAFF_AI
Brown Mackie	BEA_FACULTY_GROUND_BMC	BEA_STAFF_BMC
South University	BEA_FACULTY_GROUND_SU	BEA_STAFF_SU

4. Once the UARF has been submitted, it will typically take 1-2 days for approval.
5. Once your account is approved, you can log into the 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).