

Submitting the OCLC Access & Authorization Form for NACO

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To request a new authorization for NACO access or to change your current authorization level (in this case for NACO access), you will need to fill out an OCLC Access & Authorization Form (<https://www3.oclc.org/app/sysacc/header.pl>)

To assist in filling out the web form, it may be helpful to print the .pdf version (<http://www.oclc.org/support/forms/pdf/sysacc.pdf>) to see the sort of information you will need to have at hand but, for faster service, please fill out the web version. If for any reason you need to submit a hardcopy fill out a paper-based form, it can be faxed to 1-888-339-3921

Note: the web form does not go to OCLC until the very last page where you have the following options: Add Another Request, Submit Order, Cancel Order. The first option takes you through the form again to request additional authorizations; the second option sends the form to OCLC, and the third option clears the form and nothing goes to OCLC).

Only items on the form marked with an asterisk are required. Be sure to go through the entire form, choosing NAR under Cataloging Service options. Include your MARC Organization Code in the special instructions box. MARC Organization Codes can be found by searching the database listed on <http://www.loc.gov/marc/organizations/orgshome.html>. When you get through with the entire form click on "Add Request" to go to the final page with the three options listed above.

Note: If you have an Enhance (ENH) authorization you must apply for an additional authorization (NAR) for your NACO work (i.e. choose Add New Authorization on the 2nd page of the form). Full level cataloging authorizations (FUL) can be changed to NAR without losing functionality.

You can check your existing authorization level by logging onto any OCLC cataloging system - the welcome message tells you what level of authorization you will be working in (e.g. Hello Cataloger! Welcome to the OCLC Connexion(tm) service. You will be using the service in Full mode.)

Once all the necessary processing has taken place a confirmation email will be sent to you. The time needed for processing can vary so your patience is appreciated.

Regards,
Luanne

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