

	USER ACCESS REQUEST FORM [UAR] FOR ANGKASA LIBRARY MANAGEMENT SYSTEM Sains Call Centre(24 x 7) Tel: 1-300-88-7246, Fax: 082-442522, Email: callcentre@sains.com.my , Online: http://Callcentre.sains.com.my	Document No : FRM-CM-MR-15 Revision No : 0 Effective Date : 1 June 2022

Please fill in this form and submit to the SAINS Branch Office. Allow 3 days from date of receipt for account to be activated. You will be notified when the activation is completed. For request involving multiple 10 users, please fill in one User Access Request Form and attach a name list.

1. User's Details							
Name :							
LibraryNet No :						(ignore if new user)	
Job Function :						(e.g. Cataloger, acquisition)	
Library :							
Requested By :				Date Requested :			
Signature & Company Stamp							
2. Request Type (please check one only)							
New User Account				Changes			
Void User Account							
3. Enter "A" for Add and "D" for Delete if new user or changes :							
Acquisition user		Acquisition Admin		Cataloging Admin		Cataloging user	
Circulation user		Circulation Admin.		EDDP user		EDDP Admin	
ILL Officer		LibraryNet Q&A Admin		Member Mgmt Admin		Member Mgmt user	
Internet Charging User		Library Admin		Online database Admin		Stock Checking	
Serials Admin		Serials user		Management (reports only)			
4. For SAINS' Personnel Only							
Date Received :				Received by :			
Action by :				Date notify requestor :			
Reference No :				Remarks :			

ACCEPTANCE BY USER			
Name :		Contact Number :	
Designation :		Signature :	
Section / Dept :		Date Accepted :	

Sarawak Information Systems Sdn. Bhd. (Company No : 213181-W)

Headquarter Address :
 3rd Floor Wisma Bapa Malaysia
 93502 Kuching, Sarawak
 Tel : 082-444199
 Fax : 082-444211

Branch Office Address :
 SiliconNet Technologies Sdn Bhd
 Lot 369, Block 10, KCLD
 Jalan Tun Ahmad Zaidi Adruce
 93150 Kuching, Sarawak
 Tel : 082-234008
 Fax : 082-232008

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