



West Virginia University

HEALTH SCIENCES LIBRARY

WVU Libraries Remote Database Access

If you are a University Health Association (UHA) employee, a WVU hospital (WVUH) employee, or a WVU adjunct faculty/preceptor and wish to have remote access to WVU Libraries' databases, you must complete the following three steps:

1. Register on the library circulation system

Present your employee ID (UHA or WVUH) or a photo ID (WVU adjunct faculty/preceptor) with a copy of your current letter of appointment with the University at the Circulation desk; the circulation staff will either issue you a library borrowing card or update your record in the Circulation system.

2. Fill out the form below

Last Name:	First Name:
Library Card Number:	Date of Birth: Month ___ Day ___ Year ___
Classification: Staff Faculty (Circle one) Other: _____ (Specific)	Department: UHA WVUH (Circle one) Other: _____ (Specific)
Signature:	Date:

3. Give the form to Circulation staff or Information Services staff

Please note that the authorization of the remote access could take up to one business day after the form is submitted. If you are unable to remotely access the Libraries databases within two business days after submitting the form, you may contact:

Susan Arnold, Interim Director  
Susan.Arnold@mail.wvu.edu  
(304) 293-2105

For Library Office Use Only

- Please deliver the completed form ***in person*** to Steve Shackelford or the Thea Browne for entry into the Authentication Database
- Date of Entry \_\_\_\_\_  
(Initials) (Date)
- Place form in Susan Arnold's Mailbox