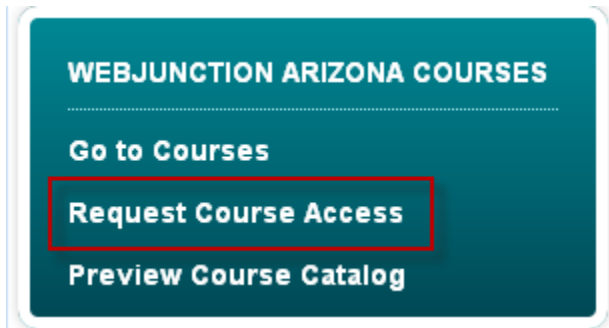


How to Approve a Request for Course Access

As the sponsor of WebJunction courses for library staff in your state, you will decide who is eligible for these “free” courses, and you will approve requests for access. There are several places on webjunction.org where a user can request an account in the learning management system, which will give that user access to all the courses that WebJunction offers. From the top-level **Find Training** tab on webjunction.org, the user will see a link to a course access request form. This same form is available to the user from your landing page:



The form that the user sees looks like this:



Request WebJunction Course Access

Please use this form to request a sponsored course access account from your state library agency for the self paced courses at WebJunction. If your state is not listed in the State Partner list below, library staff in your state are not being sponsored for this benefit at this time.

Note your course access account is separate from any account you have on the WebJunction site, but you may use the same username for both.

* ALL FIELDS REQUIRED

Your Information
* State Partner Arizona
* Create a username for your course account arizonalearner
* First Name Arizona
* Last Name Learner
* E-mail lewisl@oclc.org
* Work Place Pima County Public Library
* Library Type Public Library
* City Tucson
* Zip 85701

Next

When the user submits the request, all the relevant learning admins will receive an email, which links you to the page where you will approve or deny the request. The email will come from lsadministrator@webjunction.org, so please be sure this address is white-listed in your spam filter.

Dear Arizona Admin,

The following user requested your sponsorship to courses offered through WebJunction:

Arizona Learner

Please go to <http://wwwtest.ent.oclc.org/find-training/request-access/approveRequest?id=arizonalearner> to approve or decline this request.

If you approve the request, an account will be created for the applicant and their sign in credentials sent to them within 24 hours.

If you decline the application, they will receive that notification right away.

Regards,
WebJunction Learning Manager

Clicking on the link in the email will take you to a page containing all the information the user has submitted, along with buttons to **Approve** or **Disapprove** the request.



Request WebJunction Course Access

Requester's Information
* State Partner Arizona
* Username for course account arizonalearner
* First Name Arizona
* Last Name Learner
* E-mail lewisl@oclc.org
* Work Place Pima County Public Library
* Library Type Public Library
* City Tucson
* Zip 85701

If you **Approve** the request, the user will receive an email containing the log in link for the learning management system, the username chosen during the account request and a temporary password.

Dear **Arizona**,

Your request for sponsorship from **WebJunction Arizona** for access to WebJunction's self-paced courses has been **approved**. A learning account has been created for you and is ready to use. Please note that this account is separate from any account you may already have on the WebJunction web site.

A learning account is being created for you, and will be ready to use after 9:00 am eastern time, tomorrow morning. Please wait until then to attempt logging in. Note that this account is separate from any account you may already have on the WebJunction web site.

To sign in to your account and begin taking courses:

1. Go to <https://oclc.plateau.com/plateau/user/login.jsp>
2. Sign in with your user name **username**
3. For password, enter: **password**
4. You will be asked to change your password right away. This will protect your account.

Happy learning.

WebJunction Learning Manager

Also, that user application will be marked approved in the request application so that if a different admin tries to approve it, that admin will see that the work has already been done.



Request WebJunction Course Access

This individual has already been **approved** for sponsored course access, and has been sent an email notification.

Requester's Information

► **State Partner**

Arizona

► **Username for course account**

arizonalearner

If you **Disapprove** the request, the user will receive an email with an explanation about the denial of access.

Dear **Kathmandu**,

Your request for sponsorship to the courses on WebJunction has been declined. **WebJunction Arizona** has determined that you do not meet their criteria for eligibility.

If you have questions about this decision, please email them to LMS_Admin@oclc.org.

Regards.

WebJunction Learning Manager

WebJunction will handle any emails that the disapproved user sends asking for clarification about the denial of access.

All of the information about accounts that have been approved or disapproved will be available from a report that you can run in the learning management system.