eSirius Account Request and Personnel Addition/Deletion Form

eSirius is DLAM's online Animal Procurement System for submission of animal orders and electronic tracking of all procurement-related transactions.

The Principal Investigator must request *ALL* new accounts or access removal by providing the information below:

Principal Investigator Name (please type/print): _____

Principal Investigator Email Address (required): _____

**Due to the sensitive nature of DLAM communications, each eSirius account requested *MUST* include a UCLA based email address. **An eSirius entity called a "group" will be created with the principal investigator as the responsible person. Additional people can be added to the group for the purposes of having view create/modify or access to the PI's online information. Group members given "animal ordering privileges" below will have access to "create/modify" ordering data. A group member with no privileges checked will have "view only access." If you would like to remove a member from your group, please list their information and check the box in the "Remove Access" column.

Once your account has been activated, you can order animals at: https://procurement.dlam2.ucla.edu/esirius/

It can take up to 24 hours (M – F) to get access after you submit the form.

Please provide the information below for addition or removal of personnel. Attach pages if needed.

Group Member Name	Email Address (required)	Animal Ordering Privileges	Remove Access

Principal Investigator Signature _____ Date _____

Send completed and signed eSirius Account Request Form via email to Analyn Cates attention at acates@mednet.ucla.edu or via fax at (310) 794-0285.