

External Services

Request for Remote Access Account and Access to College-Based Subscriptions

This service provides bona fide University of Makati students, faculty members and staff information on accessing electronic resources beyond the University of Makati Library Learning Commons Resources.

Office or Division:	Library Learning Commons			
Classification:	Simple			
Type of Transaction:	Government to Citizen, Government to Government			
Who may avail:	UMak Students and UMak Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>1. For students- any of the following: Official proof of enrollment (e.g. valid ID, Certificate of Registration (COR), University Email Account</p> <p>For UMak Employees- any of the following: valid ID, University Email Account</p>		<p>Office of the University Registrar Human Resources Management Office</p>		
<p>2. Duly Accomplished form for Remote Access of College-Based Subscription (Through Google Forms) Link: https://forms.gle/KwLBrRBP7tdPupY8A</p>		UMak Library Learning Commons		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid ID and hand-in accomplished form or Email/Facebook request	1. Verify identity and library privileges of client	None	5 Minutes	<p><i>Library Personnel</i> Information Services and Instruction Section, Main Library or College / Unit Libraries</p>
2. Providing of Database and Remote Access Accounts on depending on the User's needs	2. Sending log in credentials for remote access to electronic subscriptions.	None	10 Minutes	
TOTAL:			15 Minutes	