



## Cayuse 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): \_\_\_\_\_

**Principal Investigator Department** (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://ucla.esirius.cayuse.com>

***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. **\* Required**

Group Member Name*	9-Digit UID#*	Email Address*	Animal Ordering Privileges	Remove Access
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

Principal Investigator Signature \_\_\_\_\_ Date \_\_\_\_\_

Send completed and signed Cayuse eSirius Account Request Form via email to [eSiriusApplicationSupport@mednet.ucla.edu](mailto:eSiriusApplicationSupport@mednet.ucla.edu).