

NEW USER ACCESS:
WMLS, CITRIX & MOBILEPASS
Disney, Non-Disney



The **WALT DISNEY** Studios
Library and Technical Services

NEW USER: Fill out form and sign. Then email form to LTS-Admin: Estella.Moreno@disney.com. Setup takes 2-3 days from receipt of completed form.

"Non-Disney" email addresses must have access approved by supervisor (see bottom portion).

NEW USER INFORMATION	
WMLS, CITRIX: CITRIX IS REQUIRED FOR ACCESS TO WMLS	
USER NAME:	
HUB I.D.:	
DEPARTMENT:	
OFFICE PHONE #:	
EMAIL ADDRESS:	
SUPERVISOR NAME:	
MobilePASS: REQUIRED FOR USERS NOT ON THE DISNEY NETWORK -or- USERS REQUIRING REMOTE ACCESS	
CELL PHONE #:	
MOBILE DEVICE TYPE: iPhone, Android, etc.	
ACCESS EXPIRATION DATE: 15 MONTHS AFTER ACCESS IS GRANTED. CONTACT ESTELLA.MORENO@DISNEY.COM TO RESET ACCESS	
ACCESS JUSTIFICATION:	
TYPE OF ACCESS: <small>CHECK ALL THAT APPLY</small>	<input type="checkbox"/> REQUEST ASSETS <input type="checkbox"/> RESEARCH PURPOSES ONLY <input type="checkbox"/> DATA ENTRY

END USER AGREEMENT:

1. WMLS access will not be shared. Others requiring access to WMLS will be directed to LTS-ADMIN.
2. Account will expire after 90 days of non-activity.
3. Breach of this agreement by USER named above will result in termination of access.

☐ **I ACCEPT THE TERMS OF THIS AGREEMENT**

NEW USER SIGNATURE _____ DATE: _____

DISNEY APPROVER INFORMATION <small>REQUIRED ONLY FOR NON-DISNEY PERSONNEL</small>	
APPROVER'S NAME: <i>*Title must be Manager or above</i>	
DEPARTMENT:	
OFFICE PHONE #:	

APPROVER SIGNATURE: _____ DATE: _____