

Creating a Patron

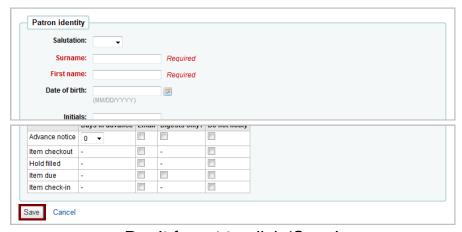
1. Click 'Patrons' on the top bar



2. Click 'New patron' and choose patron type



3. Fill in patron information



Don't forget to click 'Save'

Remember

- Fields in red are required
- The more info you can get, the better
- Overdues and notices will be sent to the primary email address
- Username and password are used to login to the Online Patron Access Catalog
- Users can change password after they login