56

Reset Patron Username and Password

Do you want to give your patrons more control over the security of their information? Reset their username and password.

When adding a patron, the Username field is set by default to the patron's barcode. The Password field is set by default to the last name of the patron. This is the information that is required for patrons to place their own holds and reservations and so forth from the Researcher.

Both usernames and passwords may be modified by a librarian from the Patron Management window.

Unlock the record. Change the Username field.
Enter a new password and password confirmation.
Save the record.

If they are allowed, a patron may modify their own username and password from the Researcher Patron Status.

To give your patrons these permissions, open Preferences and click on Security. Click on the Patron Security Group. Change the Personal Information drop-down menu to Edit Password.

As a patron modifying your own username or password from the Researcher, click on the Log In button at the top of the Researcher window, and enter your Username (or Barcode) and Password to Log In.

Click on your name at the top of the window; this opens Patron Status.

Click Change Contact Info and enter your Password, then you can change the Username.
Click Change Password and enter your Old Password, New Password, then verify the new password, and press Save to change your password.

Hooray for more secure logins.