

Add a New Patron



Scanning student barcode results in "Not Found"



• Patron "test321" not found.

- Still in **Check Out Text**, try typing in the patron's name. Make sure the "Only my patrons" box is **unchecked**.
- If the patron still isn't found, **add a new patron record**.

Find
 Only my patrons Only search

Click the **Back Office** tab and select **Manage Patrons** from the menu on the left.
 Click the **Add New Patron** icon.

Home | Dashboard | Catalog | Circulation | Reports | **Back Office** | My Info

Manage Patrons
 Update Patrons
 Update Classes
 Export Patrons

Find In [All] Search
 Search across the district

Add the last name and first name

Patron Information

* Required Field
 * Last Name First Name
 Middle Name Nickname

* District ID
 Gender
 Birthdate
 Grad Year
 Grade Level

User Name
 New Password
 Confirm Password

District ID and Barcode are the same

Student – SIS # from office
 All SD68 staff – SC + employee #
 Student teacher – ST + last 4 digits of phone # (enter a Card Expires date)
 Parent – P + last 4 digits of phone #.

Manages Reading Paths

Email 1
 Email 2
 Email 3
 Email 4
 Email 5

Include the following fields for Staff

- SD68 email user name
- SD68 email address (in Email 1)
- **New!** Select or add your school name in the **Homeroom** field (for staff only)

Patron Types

Student – use: Student
 All SD68 staff – use: Staff
 Parent – use: Parent
 Student teacher – use Staff

Site Information

* Barcode

Assign next barcode
 [Next: 000000000000001]

Patron Type

Access Level

H.R. Teacher
 User Defined 2
 User Defined 3
 User Defined 4
 User Defined 5

Use a "Card Expires" date for student teachers. The format is **dd/mm/yyyy**

Status

Card Expires

Homeroom

Acceptable Use Policy on File? Yes

Click **Save** to save your record.

Print Label on Save