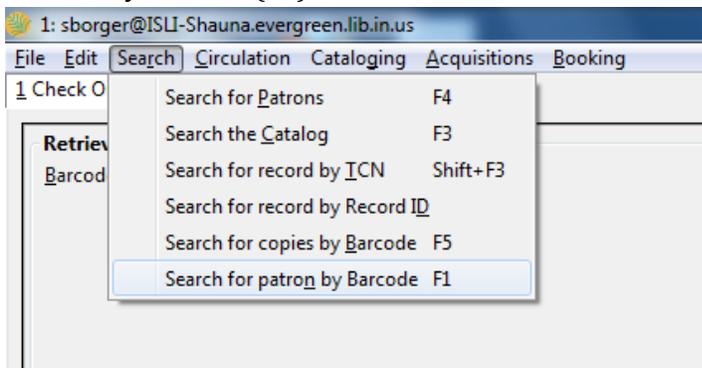




Chapter 3: Registering Patrons

2) OPAC Password Resets

Pull up the patron account by either searching for the patron's name (F4) or pull up the patron's account by barcode (F1).



Click on the Edit button on the top right-hand side of the screen. The Reset Password button is located on the right of the Password box. If you click the Reset Password box, another random 4-digit password will be assigned to the patron. Make sure to Save the changes by clicking the Save button and writing down the patron's new Password, as the Password will no longer display after you click the Save button.

