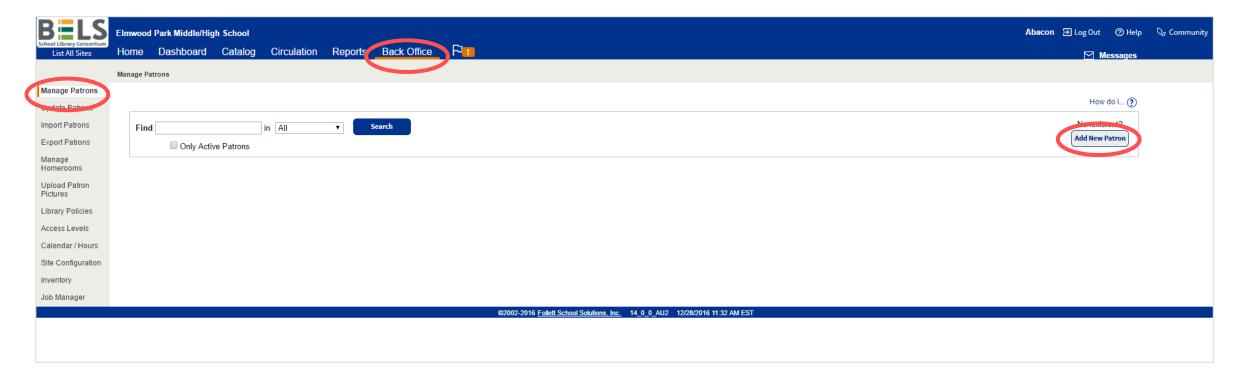
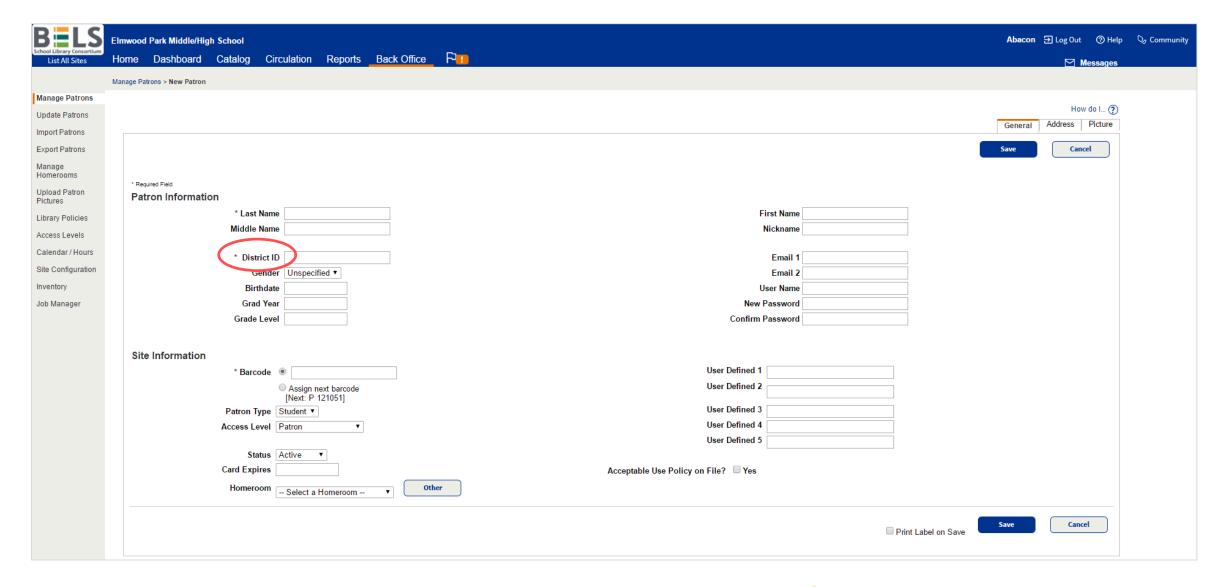
Create Patron Record



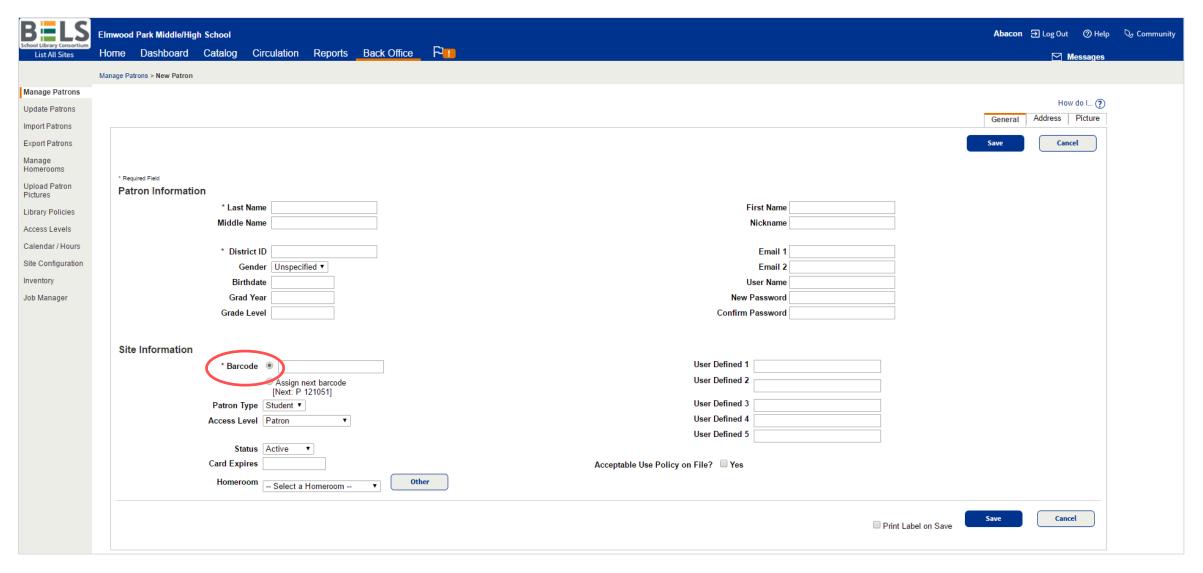
Step 1: In the Back Office tab under Manage Patrons click New Patron button.

BELS School Library Consortium	Elmwood Park Middle/High School	Abacon ⊋ Log Out ⊘ Help	Q₂ Community
List All Sites	Home Dashboard Catalog Circulation Reports Back Office	P. Messages ✓ Messages	
	Manage Patrons > New Patron		
Manage Patrons		Homedo I (?)	
Update Patrons		General Address Picture	
Import Patrons			
Export Patrons		Save	
Manage Homerooms			
Upload Patron	* Required Field Patron Information		
Pictures	* Last Name	First Name	
Library Policies	Middle Name	Nickname	
Access Levels			
Calendar / Hours	* District ID	Email 1	
Site Configuration	Gender Unspecified ▼	Email 2	
Inventory	Birthdate	User Name	
Job Manager	Grad Year	New Password	
	Grade Level	Confirm Password	
	Site Information	W D G 14	
	* Barcode ®	User Defined 1 User Defined 2	
	Assign next barcode [Next: P 121051]	Oser Defined 2	
	Patron Type Student ▼	User Defined 3	
	Access Level Patron ▼	User Defined 4	
	Status Active •	User Defined 5	
	Card Expires	Acceptable Use Policy on File? Yes	
	Name of the Control o		
	Select a Homeroom -		
		Print Label on Save Cancel	

Step 2: Fill in fields with basic patron data, and specify a Homeroom using the dropdown menu. Note address subtab for additional identifying info.



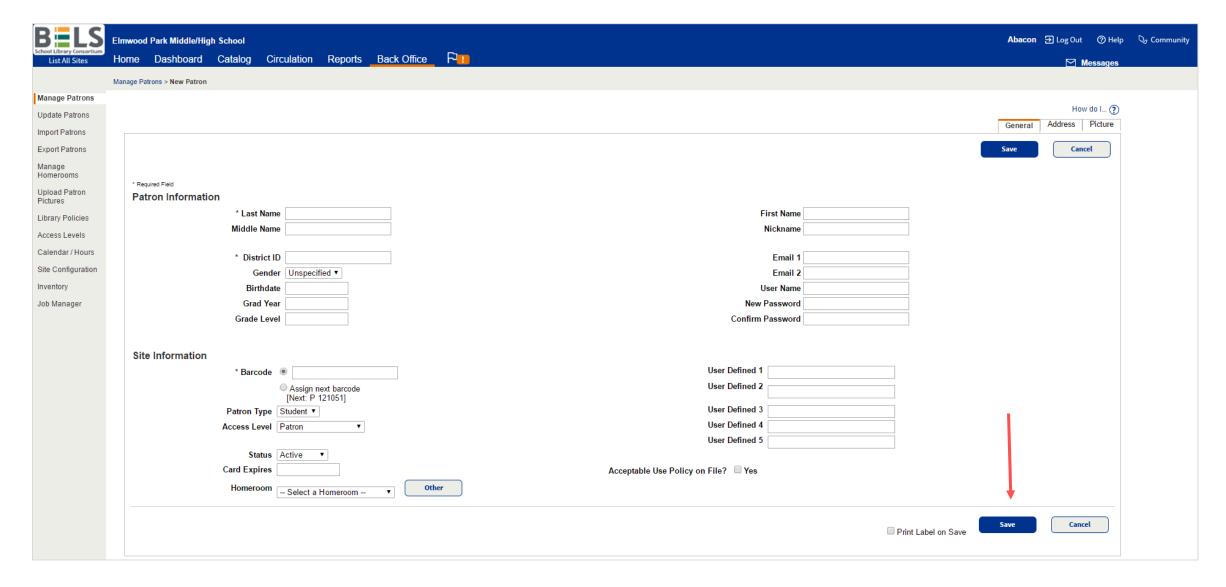
Step 3: Fill in the District ID using your school short name and student/staff barcode number ex. ROPKS-346723 (see appendix for your school short name)



Step 4: Fill in the student/staff ID number for Barcode.

BEL S	Elmwood Park Middle/High School	Abacon ∋ Log Out ⊘ Help 💪 Communit
School Library Consortium List All Sites	Home Dashboard Catalog Circulation Reports Back Office	<u> </u>
	Manage Patrons > New Patron	
Manage Patrons		
Update Patrons		How do I ①
Import Patrons		General Address Picture
Export Patrons		Save Cancel
Manage Homerooms	* Required Field	
Upload Patron Pictures	Patron Information	
Library Policies	* Last Name	First Name
Access Levels	Middle Name	Nickname
Calendar / Hours	* District ID	Email 1
Site Configuration	Gender Unspecified ▼	Email 2
Inventory	Birthdate	User Name
Job Manager	Grad Year	New Password
	Grade Level	Confirm Password
	Site Information	
	* Barcode ®	User Defined 1
	Assign next barcode	User Defined 2
	[Next: P 12 ro54] Patron Type Student ▼	User Defined 3
	Access Level Patron	User Defined 4
		User Defined 5
	Status Active T	
	Card Expires	Acceptable Use Policy on File?
	Homeroom Select a Homeroom	
		Print Label on Save Cancel

Step 5: Choose the appropriate Patron Type and Access Level using the drop down menus.



Step 6: Click the Save button.

District Short Names

CLPKS- Cliffside Park

DUMTS- Dumont

ERUTS- East Rutherford

ELPKS- Elmwood Park

HASH- Hasbrouck Heights

LEONS-Leonia

MONTS- Montclair

NBERS- North Bergen

NVRSD- Northern Valley

PKRDS- Park Ridge

PATSD- Paterson

ROPKS- Rochelle Park

SABKS- Saddle Brook

WEWDS- Westwood

WRDGS- Wood-Ridge