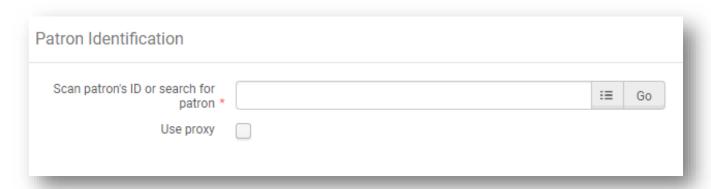
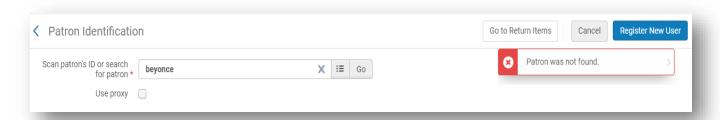
## **ALMA QUICK TIPS: Adding Patrons on the Fly**

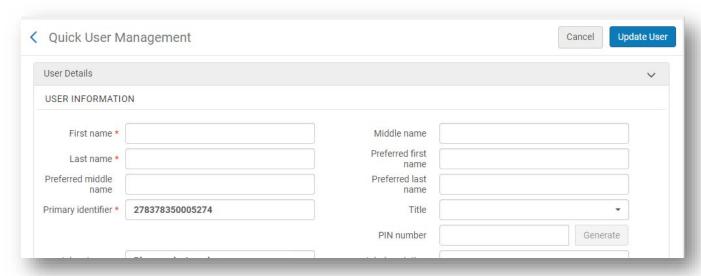
- 1. Fulfillment
  In the Fulfillment menu, click Manage Patron Services
- 2. Scan the patron's library card or enter the patron's barcode or name; click Go



3. If the patron's record is not found, click Register New User



4. Upon presentation of a valid photo ID, complete all required fields on the Quick User Management page with the new patron's information. Required fields are marked with a ★.



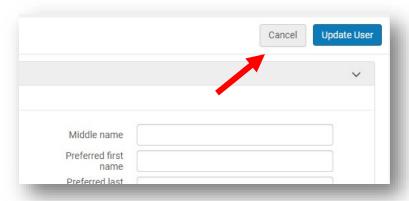
Note #1: The Primary Identifier field will auto-populate according to your institution's configuration settings. Modify this number as needed in accordance with your institution's protocols.

Note #2: Your institution's configuration settings will determine what format of phone numbers are accepted when registering new users. See the parameter **phone\_regex** in **User Management > Other Settings.** If you are getting a "Field phone number must be numeric" error message, enter the following syntax in the **phone\_regex** configuration field: ^([0-9\(\)\/\+\-]\*)\$

5. If the user you are registering is an external user, such as a new student, select "Yes" in the **Patron has** institutional record area. If the user is internal, such as a community patron, select "No".

USER MANAGEMEN	TINFORMATION			
Patron has institutional record	○ Yes ● No			
Password				
Verify password				
Force password change on next login				
EMAIL ADDRESSES				
Email types *	Alternative	Personal	Email address	
	School	Work		

6. Click on Update User to save.



7. The user record will appear as confirmation that they have successfully been added to the system. You may then proceed to check out items to the patron in the **Scan Item Barcode** field.

