# **ALMA QUICK TIPS: Registering New Users**

1. From the menu bar, click **Manage Patron Services**



1. Scan the patron’s library card, student ID or enter the patron’s name; click **Go**

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**NOTE:** If the patron is using their PLS library card for the first time, there will be a “Patron was not found” note. The PLS barcode will need to be added to the account. Ask for the person’s G# to find their account. If they don’t have a G#, go to Step 3.

1. If the patron’s record is not found, click **Register New User**



1. Ask the person to fill out a library account application form and show a valid photo ID.
2. On the **Quick User Management** page, fill in the information from the application form.

You should have information in at least the following fields: First Name, Last Name, User Group, Campus, Birth Date, Password, Email, Address, Phone.



1. The **Primary Identifier** field will auto-populate with a number that begins with P. These are for Community Member accounts.
2. Select only one of the following from **User Group**: Student, College Employee or Community Member.
3. In the **Campus** field select “Skyline” for students and employees and “Peninsula Library System” for Community Members.
4. If registering someone who has a G#, replace the P# with the G# and change “**Patron has institutional record**” to “Yes.” If the user is a Community Member, select “No”. 
5. Enter the default password: **onesearch\*\*\*\*** (the asterisks are the last 4 digits of the patron’s phone number) and check the box next to **Force password change on next login**.
6. Click on **Update User** to save.



1. 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.



**NOTE:** We are no longer giving out library cards. Patrons can give us a student ID, PLS library card or other photo ID (e.g., driver’s license) for us to access their account. If they have none of these, ask for their G#.