**Abbreviated Instructions How to Create a Community Borrower Record based on an existing UI record**

1. Search by last name and first name to see if there is a user record located under Manage Patron Services. 
   a. If there is a match confirm the user and update the record if expired 
   b. If there is not a match continue to step two

2. Register new user by clicking on the blue button

3. Fill in first name

4. Fill in middle name/initial (if provided)

5. Fill in last name

6. Fill in Primary identifier field with the three sets of three numbers starting “983” from the pink barcode

7. Change User Group. (Usually Community Borrower however certain borrower permit users may be eligible for undergraduate-like, graduate-like, or faculty-like status. See borrower’s permit guidelines.)

8. Enter Password and Verify Password. Password is Ui followed by primary identifier (e.g. UiX83000000—replace the 9 in the barcode subset with “X”)

9. Check email type and enter email address. Email is required.

10. Check address type (alternative for Community Borrower, Work for “like” statuses) and enter email address

11. Check address type (alternative for Community Borrower, Work for “like” statuses) and enter address.

12. Check Phone type and enter phone number

13. Click Update (User Record created proceed to step 12)

14. Click on link following ID

15. Click Identifiers Tab

16. Click Add Identifier

17. Scan in full barcode

18. Click close

19. Click Statistics Tab

20. Click Add Statistic

21. Choose “Iowa Resident” or “Friend of the Libraries” as appropriate from Statistical Category menu for new Community Borrowers.

22. Test Card

D. Baxter 3/15/2019 (revised from H Pedelty)