

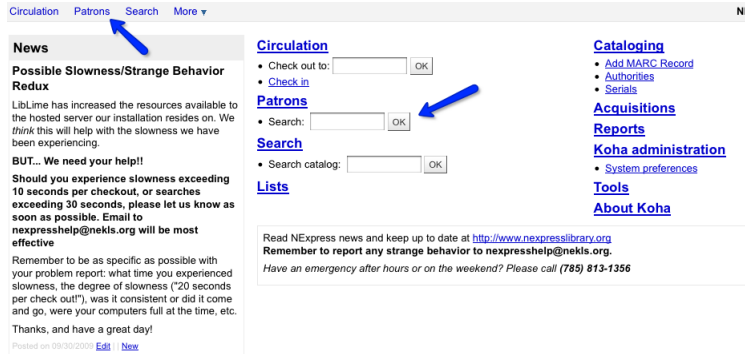
Updating your User Log In and Password for the NExpress Online Public Access Catalog (OPAC)

1. Log into the LOAD Staff Client of Koha using your CIRC, TECH or DIRECTOR accounts:

<http://nekl-staff.load.kohalibrary.com>

Example log in: SENETECH/SENEXXX (Each library has this information)

2. Execute a Patron search by Last Name or Library Card Number (13-digit)



The screenshot shows the Koha staff client interface. At the top, there are navigation tabs: Circulation, Patrons, Search, and More. A blue arrow points to the 'Search' tab. Below the tabs, there are several sections: 'News' with a link to 'Possible Slowness/Strange Behavior Redux', 'Circulation' with a 'Check out to:' field and 'OK' button, 'Patrons' with a 'Search:' field and 'OK' button (indicated by a blue arrow), 'Search' with a 'Search catalog:' field and 'OK' button, and 'Lists'. On the right side, there are links for 'Cataloging', 'Acquisitions', 'Reports', 'Koha administration', 'Tools', and 'About Koha'. At the bottom, there is a notice about reading NExpress news and reporting strange behavior.

3. Edit your patron Record



The screenshot shows the Koha staff client interface for editing a patron record. At the top, there is a 'New' button. Below it, there is a search bar with the text 'Browse by last name: ABCDEFGHIJKLMNOPQRSTUVWXYZ'. Below the search bar, there is a table with the following data:

Card	Name	Cat	Library	Expires on	OD/Issues	Fines	Circ note	
TEST1234	Bean, Jill E. 123 Main Street Lawrence, KS 66044	Oskaloosa Adult User (A)	OSKALOOSA	11/13/2010	0/0	0.00	3, 2, 1, testing, Testing	Edit

A blue arrow points to the 'Edit' button in the table.

4. Update your OPAC log in and password - Be sure to bring them with you to training!



The screenshot shows the OPAC login form and Patron Account Flags section. The OPAC login form has two fields: 'OPAC Login:' with the value 'jillybean' and 'Password:' with the value '****'. Below the password field, there is a note: 'Minimum password length: 3'. Below the OPAC login form, there is a section for 'Patron Account Flags' with a radio button for 'Gone no Address:' set to 'No'.

Video Link to a short SILENT movie:

<http://www.screencast.com/users/SharonNEKLS/folders/Jing/media/6805c596-74d5-4346-9243-0003772dcb26>