

Modifying a User Who Moves Between Towns

When a user moves between towns in the PALS Plus consortium and wants a new library card, you must first check for existing registrations already in the system. If the user has a record in the system, you must modify the existing record. **Do not create a new user record.**

Note: When searching for potential duplicate records, search by *last name* only. Scan the list for matching or similar first names.

Using the **Modify User** wizard, make the following changes to the user's record:

- **BASIC INFO**
 - User Id: Input the user's new barcode for your library.
 - Library: Change to your library
 - Profile Name: Select the appropriate code for your library
- **PRIVILEGES**
 - Privilege Expires: Modify as appropriate [requires override]
 - PIN: Modify as appropriate [requires override]
 - Status: Do not change
 - Claims returned: Do not change
- **DEMOGRAPHICS**
 - UserCat1: Verify 1PASSAIC
 - UserCat3: Verify user's filtering level
- **ADDRESSES**
 - Change user's address
 - Verify phone and email contact information
- **EXTENDED INFORMATION**
 - Note: Write a short note explaining user's move. Initial and date

After your changes have been made, click **Save**.