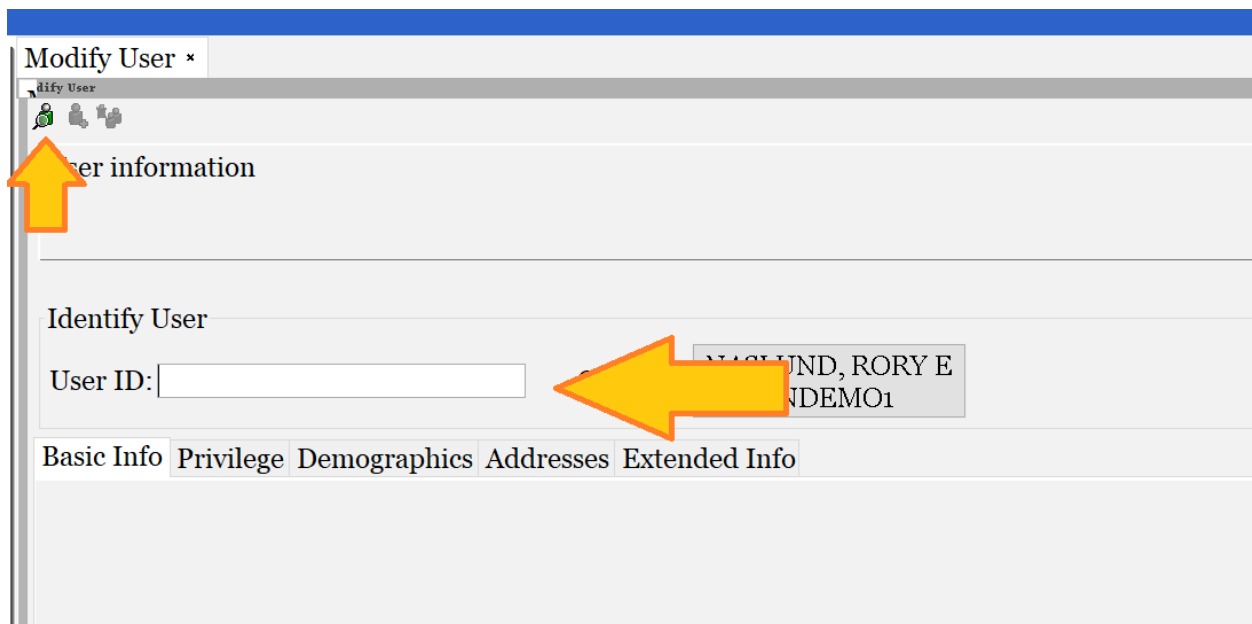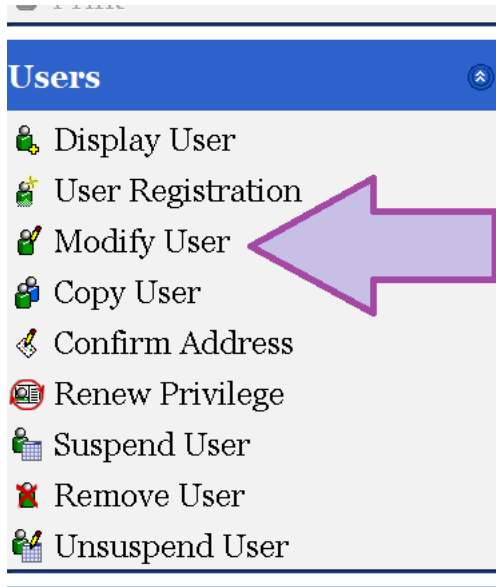**Replacing a Lost Library Card Cheat Sheet**

Last updated: 6 September 2021

1. Look Patron up in the Modify User Wizard

2. Once you find them, verify all the information is correct and you have the correct patron, then highlight the User ID in the Basic Info tab:

3. Scan the new library card barcode and the patron will be updated.