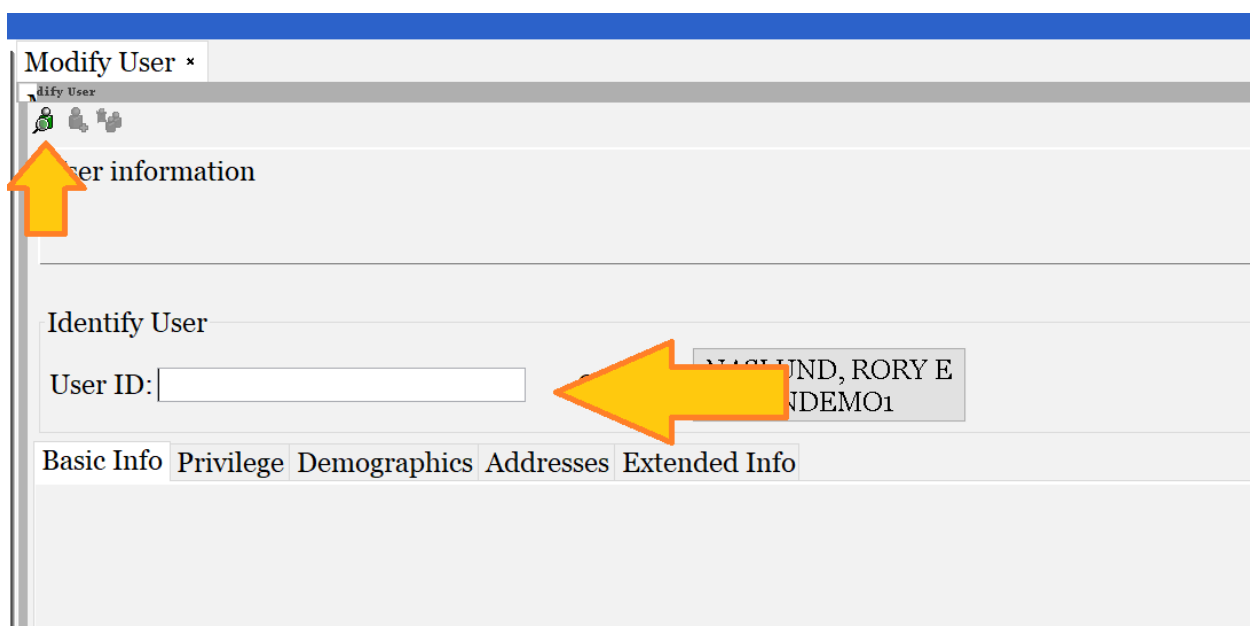


## Replacing a Lost Library Card Cheat Sheet

Last updated: August 16, 2024

There is a video guide accompanying this cheat sheet which can be found here:  
<https://www.youtube.com/watch?v=2Oa6iQsW2Tw>.

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:

Modify User \*

Modify User


Name: NASLUND, RORY E  
Id: SNDEMO1  
Group ID:  
Profile name: ADULT...

Identify User

User ID: SNDEMO1

Basic Info | Privilege | Demographics | Addresses | Extended Info

Title:   
First name: RORY  
Preferred name:   
Middle name: E  
Last name: NASLUND  
Suffix:   
User ID: SNDEMO1  
Alt ID:   
Group ID:



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