LEAP LOGIN



Username: anytownlibrary/tricycle

Password: trikemobile

CHECKING OUT-PATRON MUST HAVE LIBRARY CARD OR VALID ID

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	T CHECK IN	NEW PATRON								
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		Find Tool						Special Loan		
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	5/22/2017	The travelers : a n	ovel	PAVONE	Book	3376300325150	5	Check Out		
an l	ibrary ca	rd or sear	ch by name	e in "scan o	r search box". <					
eck	items o	ut using th	ne barcode	in the find	tool box.					

How to register a new patron for a library card in LEAP

✓ Must be 18 years old or older and provide proof of residency in Orion Township with: Valid driver's license with current address or

Another piece of identification with patron's name and current address such as a:

Personal checkbook, piece of mail received within the past month (credit card, utility, or similar bill) can also accept an emailed bill in their phone if it has billing address

Rental or Lease Agreement, Pay stub, Car registration

Patrons do not need to present a driver's license, or photo ID, if they provide proof of residency with another piece of information.

✓ All minors, Birth to 17 years old, and their parent or legal guardian, are required to complete and sign application for a Borrower's card – parent must provide proof of residency if in library

If patron meets all requirements, continue on next page for instructions on how to register a new patron.



Home screen. Enter patron name in search box. If patron does not exist click on new patron button to create new patron.

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🖂 Email	23763001064878	Orion Library	CANCEL
Address	Former Barcode	Patron Code *	
Se Phone/Fax		Patron - Resident	
A Notifications	Last Name *	Date of Registration	
C Preferences	Test	9/3/2015	
A Password			
image	First Name *		
	Shanion	3/3/2010	
	Middle Name	Birth Date *	
	Morgan	11/08/1964	
	Title Suffix	Statistical Class *	
	(None	Census Tract 1801	
	Gender		
	◯ Male ● Female		

Registered At, Patron Code, Date of Registration, Expiration date, are all default. Do Not Change.

Enter—Barcode, Last Name, First Name, Middle Name, Birthdate, Gender.

Statistical Class-choose CENSUS TRACT 1801 FOR EVERYBODY. I will change these when you give me the list of new patrons.

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	sschmidt248@gmail.com	×		~

Enter patron birth year and patron email address.

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In Address section start by entering patron zip code. Pop-up box appears, if Orion, choose correct zip and city. Will automatically populate city, state, county fields.

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& Password	800 Judah Lake Rd	OAKLAND	
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	Address Check Date		

If entered zip correctly you will only need to fill in street number and street name. Leave address check on the default date and term on 1 year. If patron has an apartment number, put in "Street Address Line 2" field.

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https://catalog.orionlibrary.org/LeapWo	 ebApp/circulation/index.html#emai	I-pid-section				\checkmark

Enter patron phone in phone 1.

Notification settings-LEAVE AT THE DEFAULT SETTINGS. Only change if patron does not give an email address, then change notification option to MAILING ADDRESS.

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Attributes Email Address Phone/Fax Notifications Preferences R Password Image	Preferences Exclude from Notices and Reminders Overdue Hold Billing Almost Overdue/Auto- Renew Patron Record Expiration Inactive Patron	Language English Maintain Reading History Do Not Delete Record E-mail Notices in Plain Text Exclude from Collection Agency		ANCEL	
	Password *	Password (Confirm)			~

Preferences-Do not fill in anything in this box.

Password-enter the last 4 digits of patron phone number.

Click SAVE.

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L NEW PATRON	The patron record has been	created	주 CHECK	IN
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A Notifications		Patron - Resident		
Service Preferences	Lact Name *	Date of Registration	DELETE	
A Password		9/3/2015		
🖾 Image	1631	6,6,2010		
Misc. Info	First Name *	Expiration Date *		
	Shannon	9/3/2018		

Success!!!

Remember to keep a list of names and card numbers so Support Services can update Census Tract and make sure all fields are filled in correctly.

REMEMBER TO LOG OUT OF LEAP WHEN YOUR BOOK BIKE SESSION IS DONE.

2 CHECK IN	IRON	Setting	gs Cache	
		Logou	t	