Customize passwords and timeouts

The Passwords screen in the administrative module provides the following features to let you customize passwords:

- **Change your FirstSearch service patron password**: Lets you control access to the FirstSearch service patron interface.
- **Change your FirstSearch service staff password**: Lets you control access to the FirstSearch service staff interface.
- **Change your WorldCat Services Administrative Module password**: Lets you control access to the WorldCat Services Administrative Module and usage statistics.
- **Change your FirstSearch statistics password**: Lets you control access to the FirstSearch Usage Statistics service.
- **Change or delete your full-text password**: Lets you control access to full text in the FirstSearch service.

The General screen in the administrative module provides the following features to let you specify timeouts:

- **Timeouts: Session minutes**: Lets you specify the number of minutes that FirstSearch waits for a request before ending a session.
- **Timeouts: Full-text minutes**: Lets you specify the number of minutes that FirstSearch waits for a request before ending a session if the screen displayed contains the full text of a journal article or other document.

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### FirstSearch service patron password

<table>
<thead>
<tr>
<th>PURPOSE</th>
<th>Controls access to the FirstSearch service patron interface.</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOCATION</td>
<td><a href="https://help.oclc.org/Discovery_and_Reference/FirstSearch/WorldCat_Admin/Customize_passwords_and_timeouts">Administrative module</a> --&gt; Authentication/Access --&gt; Passwords</td>
</tr>
<tr>
<td>DEFAULT SETTING</td>
<td>Temporary FirstSearch service patron password included in the welcome letter sent by OCLC when your FirstSearch account began.</td>
</tr>
<tr>
<td>AVAILABLE VALUE(S)</td>
<td>FirstSearch service patron password</td>
</tr>
<tr>
<td></td>
<td>Your FirstSearch account must have a FirstSearch service patron password. OCLC suggests the following guidelines for new passwords:</td>
</tr>
<tr>
<td></td>
<td>- Use at least 4, but not more than 10, characters in the password.</td>
</tr>
</tbody>
</table>
• Use only letters (a-z) and/or numbers (0-9) in the password. The FirstSearch service patron password is not case sensitive.

• Do not use spaces, punctuation, or symbols in the password.

• For added security, specify different characters for each password. For example, do not specify the same password for accessing the administrative module that you specify for accessing the FirstSearch service.

### FirstSearch service staff password

<table>
<thead>
<tr>
<th>PURPOSE</th>
<th>Controls access to the FirstSearch service staff interface.</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOCATION</td>
<td>Administrative module --&gt; Authentication/Access --&gt; Passwords</td>
</tr>
<tr>
<td>DEFAULT SETTING</td>
<td>No default, or previous setting.</td>
</tr>
<tr>
<td>AVAILABLE VALUE(S)</td>
<td>FirstSearch service patron password</td>
</tr>
</tbody>
</table>

Your FirstSearch account must have a FirstSearch service patron password. OCLC suggests the following guidelines for new passwords:

• Use at least 4, but not more than 10, characters in the password.

• Use only letters (a-z) and/or numbers (0-9) in the password. The FirstSearch service patron password is not case sensitive.

• Do not use spaces, punctuation, or symbols in the password.

• For added security, specify different characters for each password. For example, do not specify the same password for accessing the administrative module that you specify for accessing the FirstSearch service.

### WorldCat Services administrative module password

| PURPOSE | Controls access to the WorldCat Services Administrative Module and usage statistics. When you change the |
administrative password, the new password is valid immediately for access to the administrative module and valid the next day for the FirstSearch Usage Statistics service. Use the previous administrative password to access usage statistics until the new one takes effect.

**LOCATION**

<table>
<thead>
<tr>
<th>Administrative module</th>
<th>Authentication/Access</th>
<th>Passwords</th>
</tr>
</thead>
</table>

**DEFAULT SETTING**

Temporary WorldCat Services Administrative Module password included in the welcome letter sent by OCLC when your FirstSearch account began.

**AVAILABLE VALUE(S)**

**FirstSearch service patron password**

Your FirstSearch account must have a FirstSearch service patron password. OCLC suggests the following guidelines for new passwords:

- Use at least 4, but not more than 10, characters in the password.
- Use only letters (a-z) and/or numbers (0-9) in the password. The FirstSearch service patron password is not case sensitive.
- Do not use spaces, punctuation, or symbols in the password.
- For added security, specify different characters for each password. For example, do not specify the same password for accessing the administrative module that you specify for accessing the FirstSearch service.

**FirstSearch statistics password**

Controls access to the FirstSearch Usage Statistics service. You can use either your statistics password or your administrative password to access usage statistics. You can share the statistics password with staff who need to view usage statistics but do not need to view or change administrative module settings. Password changes go into effect the day after you save them for accessing usage statistics.

**LOCATION**

<table>
<thead>
<tr>
<th>Administrative module</th>
<th>Authentication/Access</th>
<th>Passwords</th>
</tr>
</thead>
</table>

**DEFAULT SETTING**

No default, or previous setting.
**FirstSearch service patron password**

Your FirstSearch account must have a FirstSearch service patron password. OCLC suggests the following guidelines for new passwords:

- Use at least 4, but not more than 10, characters in the password.
- Use only letters (a-z) and/or numbers (0-9) in the password. The FirstSearch service patron password is not case sensitive.
- Do not use spaces, punctuation, or symbols in the password.
- For added security, specify different characters for each password. For example, do not specify the same password for accessing the administrative module that you specify for accessing the FirstSearch service.

**Full-text password**

The FirstSearch full-text password features lets you control access to full text in FirstSearch. For more information, see [Full-text password](https://help.oclc.org/Discovery_and_Reference/FirstSearch/WorldCat_Admin/Customize_passwords_and_timeouts).

**Session timeouts**

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Lets you specify the number of minutes FirstSearch waits for a user request before ending the session (does not control full-text screens, which are controlled by <a href="https://help.oclc.org/Discovery_and_Reference/FirstSearch/WorldCat_Admin/Customize_passwords_and_timeouts">full text timeouts</a>).</th>
</tr>
</thead>
</table>

Location

- Administrative module --> Authentication/Access --> General

Default Setting

- 15 minutes.

Available Value(s)

- Any number between 5 and 30.

**Full-text timeouts**

Specify the number of minutes that FirstSearch waits for a request before ending a session if the screen
<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Administrative module --&gt; Authentication/Access --&gt; General</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEFAULT SETTING</td>
<td>15 minutes.</td>
</tr>
<tr>
<td>AVAILABLE VALUE(S)</td>
<td>Any number between 15 and 45.</td>
</tr>
</tbody>
</table>