Discover how self-registration works in Folio and how it can be configured in OLIB Web.

**User self-registration in Folio**

Users who do not yet have a log in can use the **Register yourself** feature from the Login box:

This loads the following example screen for user input:

```
Surname: __________________________  
First name: _______________________  
Password: New Password  
Confirm Password:  
EMail address:  
Postal Address:  
Mobile Tel.:  
Work Tel.:  
Home Tel.:  
Department: Finance and Admin  
Course:  
```

When the user saves the details Folio responds:

*Your details have been noted. You will be contacted when the registration process is complete.*
OLIB automatically creates these users with a User category of **Unidentified User**.

**Authorise in OLIB Web**

Library staff can pick up self-registered users in OLIB Web by filtering the **Users** search in OLIB Web by **Self-Registered**=Y.

1. In Users click **Refine Search**.
2. In the Refine Search window choose **Self-Registered**?
3. Check the box for **Yes** and click **Search**.

Staff will need to allocate a **Barcode** to the new User record.

The registration form will only permit one address to be entered. Further addresses can be added later – this can be immediately after registering.

**Configure self-registration**

To enable / disable self-registration, edit these settings in the Config Block **login**:

**self-registration**

1. Go to OPAC> Configuration Settings.
2. Search for the setting **self_registration**:
   - Set the Value field to **False** if you do NOT want **Register yourself** to appear in the Folio Login box.
   - Set the Value field to **True** if you do want **Register yourself** to appear in the Folio Login box; set **Include**?=Y

**register_yourself**

1. Go to OPAC> Configuration Settings.
2. Search for the setting **register_yourself**.
3. Edit the text in the Value field e.g. "Click here to register" including double quotes.

Changes take effect when you next refresh Folio.

**Edit the fields displayed for self-registration**

The fields on the self-registration screen are controlled by the **usdetails** settings in g_user_details.

Controlling the display of self-registration fields is the same as for the **User Account details** page. This allows you to include/exclude user fields, re-sequence and re-name.