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:

![Login to OLIB Folio](image)

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.