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:

![](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.