Create new patron

Learn how to create a new patron.
The Create New Patron feature is available below any results on the patron search results screen.

1. Search for a patron. On the search results screen, click Create New Patron.
2. On the Enter Patron Information window, fill in the fields. Fields with asterisks (*) are required.
   Resolve duplicate barcode or user name
   1. If the system detects a duplicate barcode or user name, a warning message will appear and you will be unable to create the new patron.
   2. Replace the duplicate with an unused barcode or user name.
3. Click Create.

Reinforce your understanding with a practice exercise: Patron has no card

For information about adding patrons via a patron load, see Patron data files.