Sign in to Record Manager

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Learn how to sign in to WorldShare Record Manager and find your WorldShare URL.

**Sign in to the WorldShare interface**

1. In your browser, enter the WorldShare URL for your library. Your WorldShare URL will have the following format: https://yourcustomWorldShareURL.share.worldcat.org/wms. Replace yourcustomWorldShareURL with the OCLC symbol for your library.
2. On the Sign in screen, enter your **User Name** and **Password**.
3. Click **SIGN IN**.

You can access Record Manager from the Metadata module in your WorldShare interface.

![WorldShare interface](image)

**Find a forgotten WorldShare URL**

1. Go to the [Sign in to OCLC Services](https://help.oclc.org/Metadata_Services/WorldShare_Record_Manager/Get_started/Sign_in_to_Record_Manager) page and select **WorldShare Management Services**, **WorldShare Metadata Services**, or **WorldShare Interlibrary Loan**.
2. Search for your institution with your **OCLC symbol**, **institution name**, or **zip code**. Select your institution from the list and click Continue.
3. Enter your **User Name** and **Password**.
4. Click **Sign In**.
5. Bookmark or write down your WorldShare URL.
   - Use the format: https://yourlibrary.share.worldcat.org/wms
   - You will need to edit your bookmark to match the correct format