![INFOhio - OHIO'S PreK-12 DIGITAL LIBRARY]

Offline Register New User

The Offline WorkFlows New User Registration wizard guides you through the process of registering a new user for your library.

1. *Select* Offline toolbar

2. *Select* Offline User Registration wizard
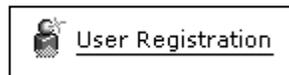
3. *Enter* information about a user in the User Information tab.

4. **Enter** address information, if desired, on the User Address tab.

User information | User address | User extended information

④

Primary: ⦿ User address 1 ◯ User address 2 ◯ User address 3

user address 1

ATTN

ADDRESS

CITY

STATE

ZIP

PHONE

EMAIL

5. **Enter** additional information, if desired, such as notes and comments, on the User Extended Information tab.

User Registration

User information | User address | **User extended information**

extended information

HOMESCHOOL

PROGRAM

COMMENT   ⑤

NOTE

LOSTITEM

INACTVID

ACTIVEID

6. **Click** OK when you have finished entering the user information.

⑥ [OK] [Cancel]

Note: For more detailed information or specific questions, use HELP wizard.