

Log-in to Staff Account:

[www.princetonpubliclibrary.beanstack.org](http://www.princetonpubliclibrary.beanstack.org)

Username: XXX

Password: yyy

### Create Accounts

1. Choose "People."
2. Click "Add an account creator and reader."
3. Fill out the information.
  - a. Recommended username is firstname + last initial (i.e. johns for John Smith)
  - b. When you create a user's profile, the password automatically is beanstack. The user will have to go in and change their password (if they wish).
4. "Who is this account for?"
  - a. "Family or individual"
    - i. Select this
  - b. "A group"
    - i. Do not use this
5. "Is this person registering as a reader?"
  - a. The answer is "yes," unless a parent is just registering their young kids and isn't participating in the challenge themselves.
  - b. "Yes"
    - i. Fill out the rest of the information.
    - ii. "Age" (only choice is 18+ for adults)
6. "Are you also registering other family members on this person's account?"
  - a. If it's just them, you're good to click "Create account."
  - b. "Yes" is for a parent who wants to link their kids' reading logs with theirs.
7. "Create reader."
8. "Create account."

### Difference between "Account Creator" and "Reader"

- A patron can be an Account Creator AND a Reader if they have their own profile and are participating in the reading challenge.
- For example, xxxxx has an account and is logging reading, so she is an Account Creator AND a Reader.
- However, if a mom signs up her kids, then Mom would be an Account Creator. She might be a Reader, too, but that's not necessary. Her kids, whose accounts she will maintain, are readers, but not account creators.

**Change a User's Password**

1. Choose "People" and "Find a person."
2. Enter search info to find the person.
3. Click "edit" next to the Account Creator's name.
4. Enter their new password, confirm it, and click "save."
  - a. Passwords must be at least 6 characters long.