



Log in to the staff access account at [www.wallawallapubliclibrary.beanstack.org/reader365](http://www.wallawallapubliclibrary.beanstack.org/reader365)

Username: **staffaccess** Password: 238Alder

### Create a new account/register new readers:

1. Select the "People," button, then "Find a Person".
2. Just like with library cards, first search to make sure they don't already have an account. You can enter info in any field to search; if there's no account with that reader attached, proceed to #3.
3. Select 'Add an Account Creator and Reader' from the menu on the left.
4. "Basic Info" should be the account creator's info; usually this is a parent/guardian, as Beanstack accounts are for households/families, with any number of reader profiles attached to the same account.
  - a. Encourage them to share an email address; without this, they won't be able to reset their password themselves.
  - b. Select "A Family or an Individual" for "Who is this account for?"; please refer other groups (ie daycare, etc.) to Annie for sign up, as these accounts have a different sign-up and logging process.
  - c. Select "Yes" for "Is this person registering as a reader?," unless it's a guardian who states they don't want to have their own reader profile or participate in adult challenges.
  - d. If other family/household members will also be participating in challenges, select "Yes" for "Are you also registering other family members on this person's account?" and fill in the information for the child(ren)'s linked reading logs.
  - e. As you add family/household members, a list of appropriate challenges will appear below; you can click to enroll readers in challenges now, or they can do it later themselves.
  - f. Don't forget to click the blue "add reader" button after entering each family/household member's information.
  - g. Click the blue "create account" box at the very bottom; this will take you to a screen to enroll readers into appropriate challenges.
5. The default password for all accounts is "beanstack"; remind patrons they'll need to go in and change their password once they log in for the first time.

### Reset a password:

First, encourage the patron to reset their own password via the reader experience/Beanstack landing page. They can only do this if they provided an email at registration. If not:

1. Select the "People," button, then "Find a Person".
2. Fill in any field and click "search".
3. When you find the correct patron name, click "Edit" to the right of **the account creator name on the left**.

Note: remember to click on the account creator, not the reader. Only account creators have passwords.

4. Change password; other information can be edited or added in this screen as well. Passwords must be at least 6 characters.

You cannot see a patron's original password. When you type in a password and save, that will become the patron's new password.

### Redeem a prize/incentive (give someone their Beanstack prize):

1. Select the "People," button, then "Find a Person". If you're on the iPad in the prize cupboard, Safari may already have this page loaded & logged in.
2. Fill in any field and click "search".
3. Click the reader's name under the "reader" column.
4. Scroll down to "rewards" ("current rewards" are earned within the past 90 days; if rewards were earned earlier, look under "past rewards.")
5. Click the box next to the selected incentive and a **green check** will appear.
6. Distribute the prize from the prize cupboard.

*Note: By checking the prize it is only a note for you and other staff to see that the patron has redeemed the prize. There is no notification sent to the patron, and no notification appears on their account.*

### Edit a reader's or account creator's information:

1. Select the "People," button, then "Find a Person".
2. Fill in any field and "search".
3. Check for the correct reader (multiple readers may be listed under the same account creator.)
4. Click on the pencil icon to the far right of the **reader's** name; don't forget to "save" changes.