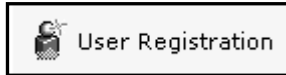1. *Click* on User Maintenance Wizard Group.

2. *Click* on User Registration Wizard.

    User Registration screen displays.

3. *Select* the correct profile name.

4. *Scan* or *type* in the new user barcode number. **If using Auto-Generated ID**, the next available number will be added and the information screen will open ready to add your information.

5. *Type* the faculty/student name as formatted. Enter other fields as needed.

6. *Select* the library code and profile from drop down menu if not displayed.

7. The Privilege Tab should be left as system generated.

8. *Enter* appropriate information in the Demographic Tab, Addresses Tab and Extended Info Tab.

9. *Click* Check Duplicate User/Register User to save entries.