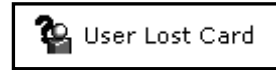


The User Lost Card wizard guides you through the process of replacing a user's ID number.

NOTE: *If your district is using automatic patron update for student processing, **DO NOT** change the student's ID number.*

1. **Click** on Special Circulation Functions Wizard Group.
2. **Click** on User Lost Card Wizard.



User Lost Card search screen displays.

NOTE: *If the User Lost Card properties helper is set to “Start with search helper”, your User Search screen will display first.*

3. **Select** the appropriate user.

User Lost Card screen displays.

4. **Verify** this is the correct user.

5. **Click** in the New user ID box and **type or scan** the new ID number.