

Modifying Patron info in Patron Account



Patrons can opt into Shoutbomb Text notifications through their account.

Remember even if a patron chooses, "No preference" for notifications, that does not mean that they will not receive them. If an email address is present, the patron will receive an email notification. If a Main Phone field is present, they will receive a phone notification. Also, if a patron chooses phone or text and there is an email address present, they will receive both a phone call and an email or both a text message and an email.

1. From the Catalog, choose Log In.

A screenshot of the Grantsburg Public Library website. At the top left is the Northern Waters Library Network logo. In the center is the text "Grantsburg Public Library". To the right is a blue "LOGIN" button with a pink arrow pointing to it. Below this is a search bar with the text "Search for" and a dropdown menu set to "by Keyword" and "in Grantsburg Library". To the right of the search bar is a "GO" button and a link to "Advanced Search". Below the search bar is a "BROWSE THE CATALOG" section with several category buttons: "New Fiction", "New Nonfiction", "New Movies and TV Series", "New York Times Bestsellers", and "New eBooks". Below these are smaller buttons for "Adult Fiction", "Teen Fiction", and "Children's Fiction". On the left side of the page, there is a vertical navigation bar with "SEARCH" and "LOGIN" buttons.

2. Enter Name and Library card number. Click Login.

A screenshot of the library login form. The form is titled "Login" and has a close button (X) in the top right corner. It contains two input fields: "Your Name:" with the text "Johnson" and "Library Card Number:" with a series of dots. Below the input fields is a link: "Don't have a library card? Register for a new Library Card." There are two checkboxes: "Reveal Password" and "Remember Me". At the bottom right of the form are two buttons: "Close" and "Login".

3. In the patron account, choose Account Settings.

The screenshot shows a library website interface. At the top, there is a search bar with the text "Search for" and a dropdown menu showing "by". Below the search bar, there is a navigation breadcrumb: "Catalog Home » My Account » My Account »". The main content area is titled "Account Summary" and includes the text "You currently have:" followed by two bullet points: "0 titles checked out" and "0 titles on hold". Below this is a section titled "Recommended for you" with the text "Based on the titles you have rated, we have suggestions for". On the left side, there is a vertical navigation menu with icons for "SEARCH" and "ACCOUNT". The "ACCOUNT" menu is expanded, showing a list of options: "My Account", "Checked Out Titles 0", "Titles On Hold 0", "Reading History 8", "Fines and Messages \$3.00", "My Lists", "Titles You Rated", "Recommended For You", "Account Settings" (highlighted with a pink arrow), and "Search History".

4. In the Account Settings window, choose the type of message notification you would like to receive by clicking on Telephone, Text, Email, or no Preference. Enter or update a phone number if choosing phone notifications. Enter or update an email address if choosing email notifications. Enter or update the Text Message Number field if choosing text notifications. Then click Update Contact Information.

Primary Phone Number:

E-mail:

The following settings determine how you would like to receive notifications when physical materials are ready for pickup at your library. Notifications for online content are always delivered via e-mail.

Receive notices by: Telephone Text Email No Preference

Text Message Number:

(Format: xxx-xxx-xxxx) Be sure to include the dashes.