Access PA SHAREit: Getting Started Checklist

Staff is required to attend training before your library will be able to access the production SHAREit system. The following steps must be followed before using SHAREit for ILL.

NOTE: Password changes, along with other information that you may have changed (in the Participant Record and/or My Account) in the training system *is not* transferred to the production system.

1. **Log into the production system**
   - ☐ Go to accesspa.powerlibrary.org to access the production system.
     - Follow the steps used to log into the training system, using **staffpass** as the initial password.
     - For detailed login instructions, see Access PA SHAREit: System Login

   - ☐ Create a unique password different than your training system password using this criteria:
     - A combination of up to 20 alpha and numeric characters may be used (no spaces)
     - The only special character allowed is an underscore: "_"
     - Passwords are not case-sensitive

2. **Update your Participant Record**
   Using Access PA SHAREit ILL Admin: Participant Record as a guide, update your **Participant Record**. The following sections *must* be completed before using SHAREit for ILL:

   Preferred Lender List
   - ☐ Adjust if necessary, e.g., to remove local system lending partners

   Address/Contact Information
   - ☐ Check the **Ship To** information and correct if necessary.
     - Libraries using IDS: In the **Ship To Name** box, enter your library's IDS number before the library name, e.g., **Ship to Name**: IDS 123 My Library

   - ☐ If you want to receive email alerts from SHAREit, go to the **URL Information** section.
     - Under **Lender emails**, select **Yes** for **Do you want email notification for NEW lending requests only?** and enter the **Email address** to which the email alerts should be sent.

   Lending Policy
   - ☐ Complete the **Lending Policy** section to ensure you will not receive requests for materials your library collects but does not lend, such as electronic materials, maps, or other formats.

3. **Update My Account** (if desired).

4. **Holiday List (Participant Record)**
   - ☐ Now that you have prepared your library's record for ILLs, remove the Start and End Dates of 06/01/2015 and 12/31/2015 to enable your library to receive and process ILL requests.

5. **You're now ready to SHAREit!**
   Detailed documentation for Access PA SHAREit is posted in the **For Librarians** section of **POWER Library**. If you have any questions, please contact support@hslc.org