

## 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](http://accesspa.powerlibrary.org) to access the production system.
  - The initial password is **staffpass**.
  - For detailed login instructions, see [Access PA SHAREit: System Login](#)
  
- Create a unique 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](#) (password is **powerweb**) as a guide, update your **Participant Record**. The following sections *must* be reviewed before using SHAREit for ILL:

- Preferred Lender List:** Adjust if necessary, e.g., to remove local system lending partners
  
- Ship To Address Fields:** Check the address is complete 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
  
- Email Alerts:** If you want to receive email alerts from SHAREit, go to the **URL Information** section.
  - Select **Yes** for the types of alerts you wish to receive and enter the **Email address** to which the email alerts should be sent.
  
- Lending Policy:** Update the default **Lending Policy** to ensure you will not receive requests for materials your library does not lend and that renewal requests are not automatically rejected.

### 3. Update Your Settings and your Quick Menu (if desired).

### 4. Holiday List (Participant Record)

- After notification that your records are loaded into SHAREIT, remove the Start and End Dates of 01/01/2016 and 05/31/2016 to enable your library to receive and process ILL requests. (You may place requests, but won’t receive any until your records are loaded and the dates are removed.)

### 5. You’re now ready to SHAREit!

Detailed documentation for Access PA SHAREit is posted in **POWER Library For Librarians** at <http://www.powerlibrary.org/librarians/statewide-catalog/documentation/> (Use **powerweb** for the password-protected documents section).

- If you have any questions, please contact [support@hslc.org](mailto:support@hslc.org).