

Digipass

Step 1: Ask the patron for a photo ID.

Step 2: Ask the patron: "Is this your first time using the Olivet database?"

Step 3:

- a. If it is the patron's first time on the Olivet database, the patron must fill out an application.
- b. If it is not the patron's first time on the Olivet database, check-in the patron on the Watchdog database.

Step 4: Write the patron's information on the check-in clipboard.

Step 5: Hand the photo ID back to the patron.

Step 6: Retrieve a digipass from the money drawer and write down the appropriate information on the check-in clipboard.

Step 7: Walk with the patron to one of the computers in the pod closest to the front door (Matthew, Mark, Luke, or John).

Note: The name of the digipass does not need to match the name of the computer. For example, if the Matthew computer is the only computer available, circulation staff can use the Matthew, Mark, Luke, or John digipass to login.

Step 8: Type the name found on the back of the digipass as the patron's username on the computer.



Step 9: Press the button on the digipass to display the password.



Step 10: Type the password on the computer and log-in the patron.

Note: If an error message appears, try a different digipass.

Note: If the patron needs to print, contact the informatics assistant in the instruction lab. They will use the print/copy card from the office to release the print and then walk the patron to the circulation desk to pay.