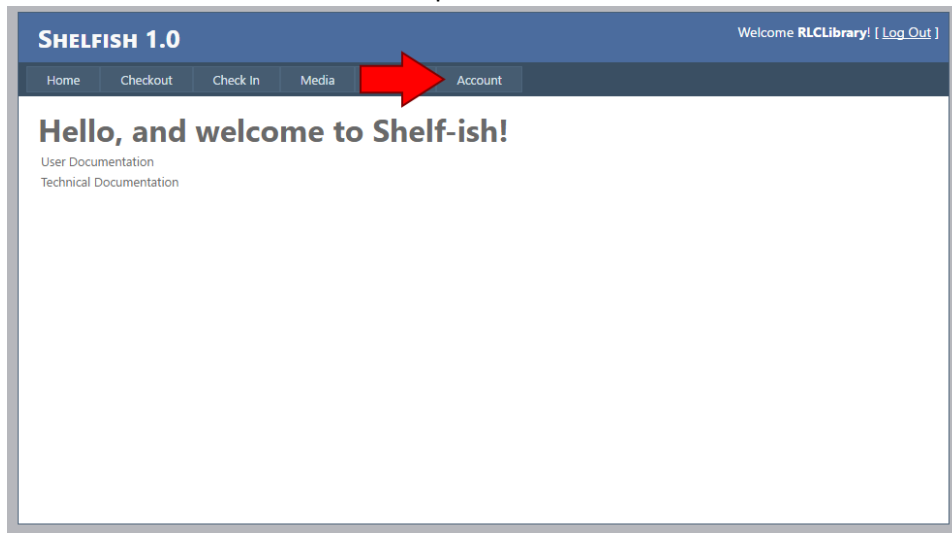


## Editing Your Account

*(Note: By default, Shelfish allows patrons to edit their own account, so that installation of the product can be tested to guarantee that it works. In a deployed state, this feature should be disabled to prevent unruly patrons from deleting their address to avoid late fees.)*

### Librarians

1. Click the “Account” button at the top of the screen.



2. You will be taken to a screen with your profile information. Make any necessary edits, then click save.

A screenshot of the 'Edit Account' page in the Shelfish 1.0 web application. The top navigation bar is dark blue with the text 'SHELFISH 1.0' on the left and 'Welcome RLCLibrary! [ Log Out ]' on the right. Below the navigation bar is a horizontal menu with buttons for 'Home', 'Checkout', 'Check In', 'Media', 'Patrons', and 'Account'. The main content area is titled 'Edit Account' and contains a form with the following fields: 'Library Name' (Rend Lake College Libran), 'Address' (468 Ken Gray Pkwy), 'City' (Ina), 'State' (IL), 'Country' (United States), 'Zip' (62812), 'Phone' (6185551234), and 'Website' (https://www.rlc.edu/). A 'Save' button is located at the bottom of the form.

### Patrons

- Patrons at most libraries will not be able to edit their information, but Shelfish includes the option to allow patrons to edit their own information. The process is the same as for the Librarians. If the Patron Edit Account page is disabled, editing of patron information can be accomplished by the Librarian by following the instructions in the “Managing Patrons” documentation.