Supervisor Procedures
Changing Screen Names in 24/7

Has to be done by a 24/7 Supervisor

Go to 24/7 Info

Then to LIBRARIANS

Then to EDIT

Then to Screen Name

Make the Change

Select EDIT at the bottom of the screen

Change will not appear until the next working day. These changes are done in the evening of the next working day. Monday, Tuesday, Wednesday, Thursday, & Friday nights.