

## Access PA SHAREit ILL Admin: My Account

You must be logged into your library's Access PA SHAREit account to update your account profile.

From any screen, select **My Account**, located in the upper right-hand corner of the interface:

( Log Out ) My Account My Lists

A new window will open in the upper left of the screen with the **My Settings** options.

Select the desired setting to update it.



### My Profile

You may change your password by selecting **My Profile**.

- A combination of alpha and numeric characters may be used
- The only special character allowed is an underscore: “\_”
- The maximum length is 20 characters with no spaces
- Passwords are not case-sensitive

A screenshot of the 'My Profile' form. The form has a title 'My Profile' at the top. It contains three input fields: '\* Password:' (with a red asterisk), 'Address 1:', and 'Address 2:'. The password field is filled with asterisks. At the bottom right of the form is a 'Save' button.

- After entering your new password, click **Save**. You will be prompted to confirm the new profile by clicking **OK**.
- Select any other menu item or button to close the **My Account** window.

### My Preferences

You may change sort, search and several other settings under **My Preferences**. A description of each setting and its options are followed by a chart listing the system default and space to record your setting.

- After making any changes, click **Save** (lower right).
- Select any other menu item or button to close the **My Account** window.
- These preferences apply to sessions when logged into your library's SHAREit account.

**Default Result Sort:** The default for search results is Relevance. Options are Title Ascending or Descending, Author Ascending or Descending, and Date Ascending or Descending.

**Number of searches to save in History:** The **Search History** button will record and save your catalog searches even after logging out of SHAREit. The default is 10; other options are 0, 20, 30, 40 and 50.

**Default Opening Page:** The Library Default is the Home page. Other options are the Staff Menu (for easy access to the ILL Request Manager) or the Advanced search screen.

**Default Full Record Tab:** The Library Default is the Details tab, seen when opening a full record. Other tab options are Where to Find It, Reviews (not used in Access PA) or the MARC Display.

**Default Advanced Search First Index:** On the Advanced Search screen, the three search boxes can be set to default to any indexed field. The Library Default for the first search index is All Headings.

**Default Advanced Search Second Index:** The Library Default for the second search index is Title.

**Default Advanced Search Third Index:** The Library Default for the third search index is Author.

**Default Browse Resource:** The default is the Access PA Catalog (the only resource in the database).

**Default Browse Search Index:** The search index can be any indexed field. The default is All Headings.

**Default Scoping Level:** The default scoping level refers to the Advanced Search Filters for Libraries. The default is All Libraries, but may be set to any of the filters for Libraries (My Library, My Library District, libraries by type, or libraries by county).

**Apply Scoping to All Searches:** This setting will allow any change you make to the Default Scoping Level to apply to Simple as well as Advanced searches. The Access PA default is No.

**Default Staff Tab:** ILL Admin is the default tab for the Staff Menu. Options are Cat Admin and Statistics.

**Download Cart Type:** The default is My Cart. The Library Cart option is not applicable to Access PA.

	System Default	Your Setting
Default Result Sort	Use Library Default (Relevance)	
Number of searches to save in History	10	
Default Opening Page	Use Library Default (Home)	
Default Full Record Tab	Use Library Default (Details)	
Default Advanced Search First Index	Use Library Default (All Headings)	
Default Advanced Search Second Index	Use Library Default (Title)	
Default Advanced Search Third Index	Use Library Default (Author)	
Default Browse Resource	Use Library Default (Access PA)	Use Library Default
Default Browse Search Index	Use Library Default (All Headings)	
Default Scoping Level	All Libraries	
Apply Scoping to All Searches	No	
Default Staff Tab	ILL Admin	
Download Cart Type	My Cart	My Cart

## My Favorite Resources

The setting for favorite resources is not applicable as the only resource currently available is the Access Pennsylvania Union Catalog.

## My Favorite Web Links

The setting allows you to enter a name and the URL for web pages you want to “bookmark” in the SHAREit Catalog, enabling you to access them when logged into SHAREit on any device.

My Favorite Web Links		
Web Link Name	Web Link Uri	
HSLC	<a href="http://www.hslc.org">http://www.hslc.org</a>	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

Select **Add a new Web Link** and enter the **New Web Link Name** and **URL** in the spaces provided, then select **Apply** to save the link or **Cancel** to discard it.

<input type="text" value="New WebLink Name"/>	<input type="text" value="http://www."/>	<input type="button" value="Apply"/>	<input type="button" value="Cancel"/>
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- You may **Edit** any link in the list or **Remove** it from the list by selecting the desired option.
- Select any other menu item or button to close the **My Account** window.