

Access PA SHAREit: System Login

Hardware/Software Requirements

SHAREit can be accessed by a PC or Macintosh using a standard Internet connection and a Java-enabled Web browser. There are no stringent hardware requirements.

Logging In

Staff access to the system is password-protected and each library has one staff login. You must provide a valid Username and Password to log into SHAREit.

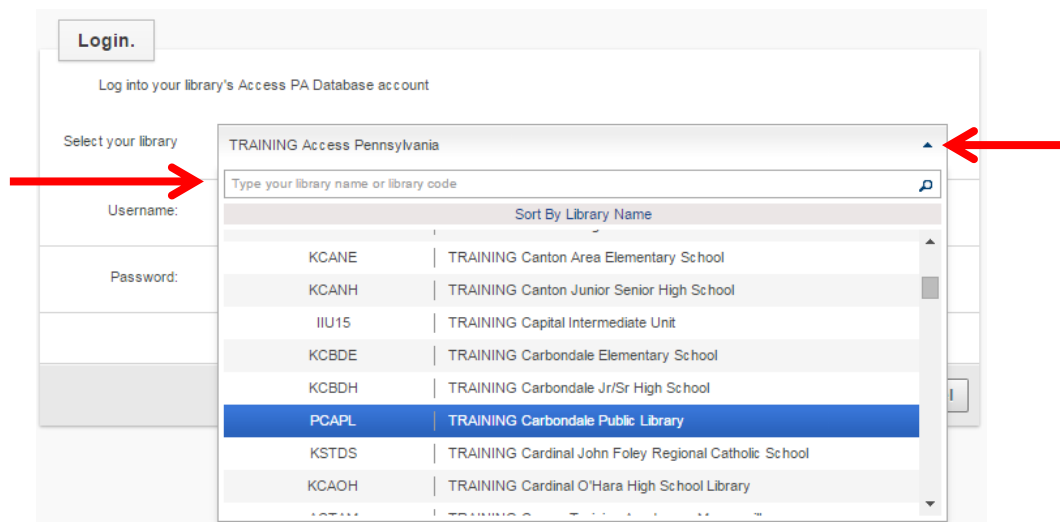
First-time login to the Training system:

When logging into SHAREit for the first time, you will be prompted to create a unique password:

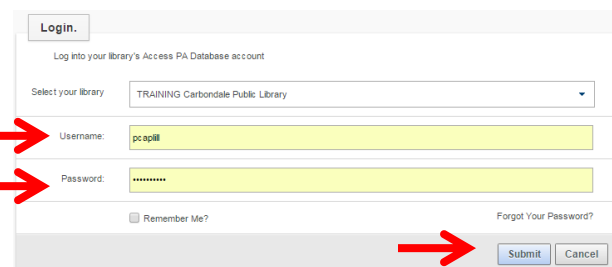
1. Go to <http://accesspatraining.powerlibrary.org> and select the **Login** button located along the top right-hand side of the screen.



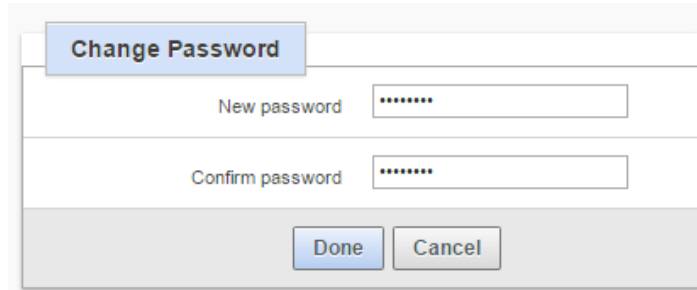
2. To login as your library, click the down-arrow to the right of the **Select Your Library** field. In the text box that appears, begin typing the library name or 5-character code, then select the library from the list:



3. Enter the library's username in the Username field. The Username is your library's 5-letter code followed by ill, e.g., pzzzzill
4. Enter **staffpass** as the initial password and select **Submit**.
 - Passwords display as a series of bullets.



5. Enter a unique password when prompted.
 - 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 dialog box titled "Change Password" with a light blue header. It contains two input fields: "New password" and "Confirm password", both with masked text (dots). Below the fields are two buttons: "Done" and "Cancel".

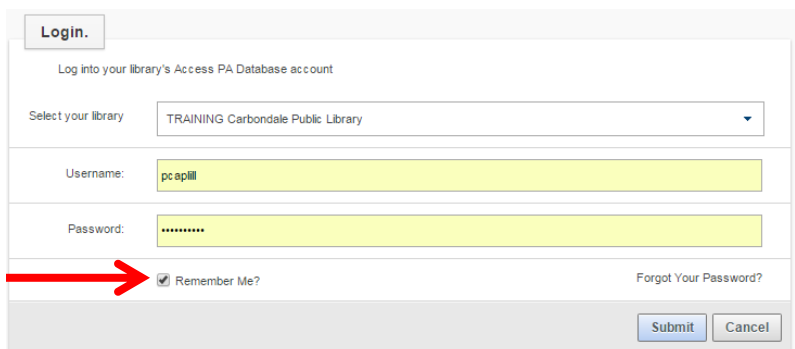
6. Select **Done** after entering and confirming your new password. You are now logged into the Training system and can begin using all of the SHAREit functionality to practice.

Logging in after creation of unique password

1. Go to <http://accesspatraining.powerlibrary.org> and select the **Login** button located along the top right-hand side of the screen.
2. To login as your library, click the down-arrow to the right of the **Select Your Library** field. In the text box that appears, begin typing the library name or 5-character code, then select the library from the list.

3. Enter your library's username (5-character code followed by ill, e.g., pzzzzill) and unique password.

4. You may select **Remember Me?** to save your username and password for future logins.

A login form titled "Login." with a subtitle "Log into your library's Access PA Database account". It features a "Select your library" dropdown menu showing "TRAINING Carbondale Public Library". Below are fields for "Username:" (containing "pcapill") and "Password:" (masked). A red arrow points to the "Remember Me?" checkbox, which is checked. To the right is a link "Forgot Your Password?". At the bottom are "Submit" and "Cancel" buttons.

5. Select **Submit**.

Note: The “**Forgot Your Password?**” function on the Login window does not work in the Training system. If you forget your password, please email support@hslc.org and request that it be reset to **staffpass**.

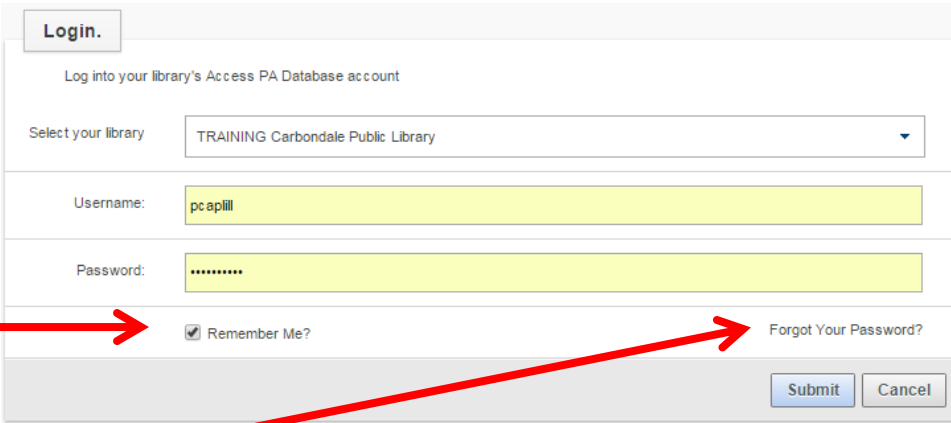
Logging into the Production System

Your library will be given access to the production system after attendance at a training session, either live, on-site or via a live webinar.

1. Go to <http://accesspa.powerlibrary.org>
2. Follow the same steps outlined for first-time login to the training system, using **staffpass** as the initial password and then create a unique password for your production system.

NOTE: Your password and other information changed in the training system is *not* transferred to the production system so you must create a unique password for the production system. Best practice is to create a different one than used in the Training system.

3. After logging in for the first time using your unique password, you may select **Remember Me?** to save your username and password for future logins.



- The **Forgot Your Password?** function will ask you to enter your Username and will email the password to the email address entered in your **Participant Record**.

Additional Login Information

- When logging into the computer where the password was changed and for all subsequent logins, your library's name will display rather than Access Pennsylvania's, e.g.:



The Access Pennsylvania name will appear on any computers to which you are logging in for the first time. After the first login, the library's name will be retained.

- Passwords can be changed using **My Account**.