OverDrive User Login Manager Overview

WHAT IS USER LOGIN MANAGER?

User Login Manager is an OverDrive-hosted portal that allows you to directly upload credentials/library card numbers into our system in order to enable user access to your OverDrive service. Your library or school can upload credentials by batch upload or one at a time. Once a user's credentials are added into User Login Manager, they will immediately be able to log into your OverDrive collection and start borrowing titles.

REQUIREMENTS

A User ID (i.e. library card number, email address, etc.) is the only required piece of data needed for each user in User Login Manager. During the set up of your User Login Manager account, your library or school can also choose to add pins/passwords for your users. Additional options such as branch codes (for more specific circulation reports) and Content Access Levels (to protect younger users from accessing materials that may be too mature for them) are available as well.

UPLOAD OPTIONS

1. Batch upload

The most efficient way to add user credentials is via the batch upload process. The portal requires that the file used is .CSV format. The file can either be multiple columns or comma delimited. See examples below.

2. Individual upload

If you are not able to create a list of credentials to be added via batch file, credentials can be added individually as well. You can simply login to User Login Manager and select Manage users > Add new user.
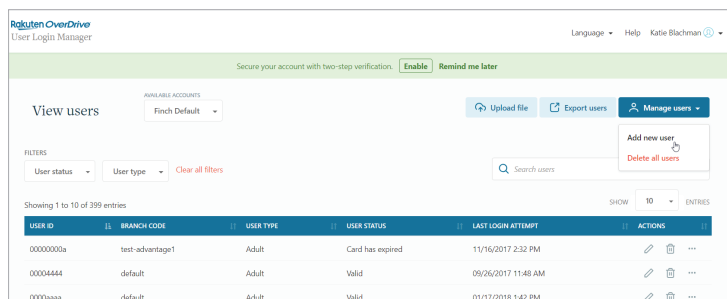
MAINTENANCE

User credentials in User Login Manager are static. Therefore, as new credentials are issued or user statuses change, your library or school will need to add or remove them as appropriate. The simplest way to do this is to upload a new batch file with current information and overwrite the previous data.

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