

IMPORTANT: Please save the PDF to your computer before filling out and return using the [SUBMIT TO OVERDRIVE](#) button.

User Login Manager

If authentication through an existing network system or ILS/LMS database is not possible, OverDrive User Login Manager allows you to upload user credentials to an OverDrive-hosted portal, either via batch upload or one at a time.

Requirements: Internet connection (must be able to log in to the secure portal).

Recommended: Should have the ability to create and upload a CSV file of user IDs. These can be created in Excel or another spreadsheet program, and saved in the .CSV format.

Ongoing Maintenance: As new User IDs are issued, simply login to the User Login Manager portal and add the IDs to the system. Similarly, as the statuses of User IDs change, the statuses can be updated in the User Login Manager portal.

Organization Name

OverDrive Consortium
(if applicable)

Date Completed

User PIN/Password

Indicate if users will be required to enter a PIN/Password in addition to their User ID. **Yes** **No**

**If card length for any users is 4 digits or less, a pin / password is required for security.*

Sign In Field Label(s)

Please indicate how to label the sign in field(s) at your OverDrive-powered website. For example: 'Library card number,' 'Username,' 'Email address,' 'Last four digits of phone number,' etc. Unless indicated otherwise, the fields will be labeled as 'Library Card Number' and 'PIN.'

User ID Label

PIN (if applicable)

User Activity Reports

Please indicate if you would like to use branch codes to allow for detailed circulation reporting based on grade level, user type, branch, or building. This information will be added into User Login Manager for each user during the upload process. We can report on one piece of information only. For consortia or school districts, the default reporting is by member library/school.

Yes

No

Content Access Levels

Please indicate if you would like to use our Content Access Level feature which allows you to restrict certain users from seeing titles that may be too mature for their age group. This information will be added into User Login Manager for each user during the upload process (further instructions will be provided at a later time).

Yes

No

Support Email Address

The email address to which user technical support inquiries should be sent. The email address provided will be used in the Help pages of your OverDrive-powered website. A support form can also be used.

We strongly suggest you use an email alias rather than a personal address.

Main Library Site URL

The URL of your library website or catalog which will be used to link users back to your website.

Main Authentication Contact

Please provide the name and email address of the main authentication contact who should receive the next step instructions for User Login Manager.

Name

Email

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