

Creating Guest Logins

1. Go to <https://hblquest.lib.byu.edu/>
2. Use the login ID, *libadmin* and password, *b00kzru13* to login
3. Click on *Guest Management*
4. Click on *Add Guest*
5. Type their username in (firstname-lastname)
6. Type their First and Last names
7. Click on the *Password is not Set* link
8. Have the patron select and confirm their password
9. Under *Location Type* select *Organization*
10. Select *Library Public* from the options displayed and click the arrow pointing to the left so that *Library Public* shows up in the box labeled *Selected*
11. Click *Add/Update User*. You're done!