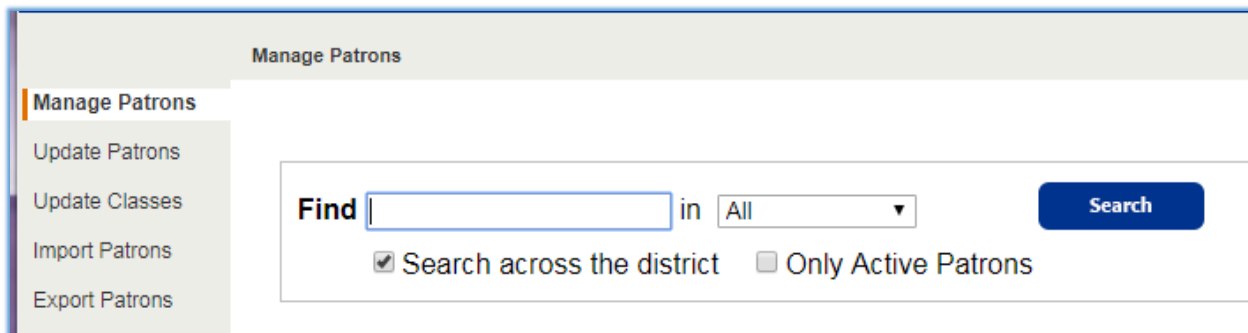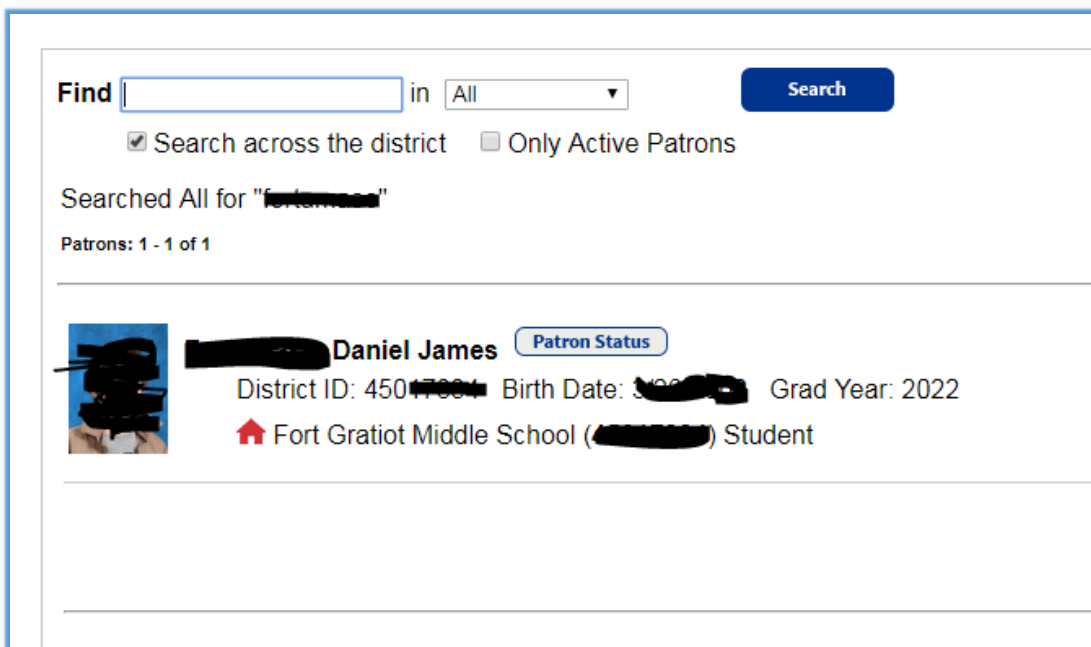# How do I update a patron status?

Go to Back Office

Select Manage Patron, key the patron's last name, checkmark on Search across the district

Select the desire patron record, click on Patron Status button

Changing a patron status – 5/3/18 - VR

Check to see if patron has items checked out, textbooks or outstanding fines

If any of the above items (items checked out or outstanding fines) please handle following your district policies. Example make checkout materials lost or stolen, collect fine or waive fine, etc.

Click on Edit Patron

Scroll down to the area called Site Information, change the status, click on save