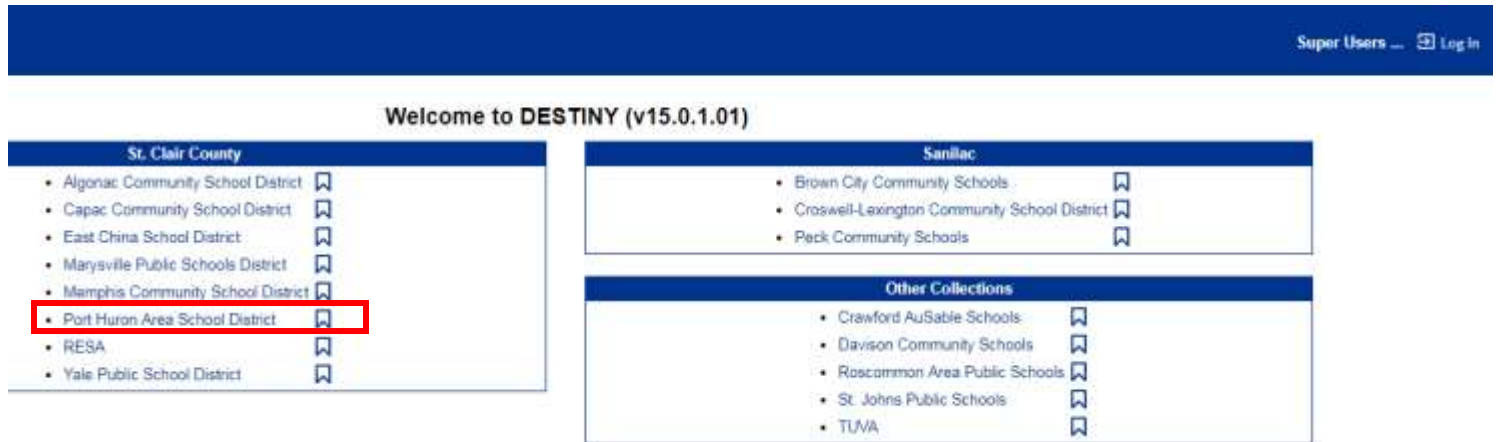


How to change Primary Site for a User

Go to Destiny Link from SCCRESA page – **DO NOT LOGIN as Super User.** First you will need to click on the district where you need to make the change.

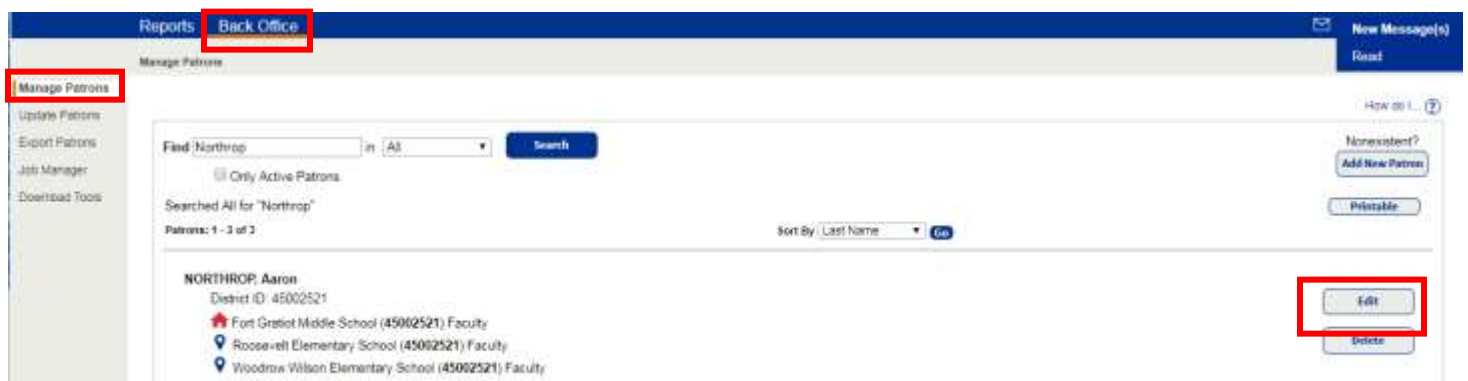


Once you are in the desired district you will then click on Log In



Login as "patimport"

Once logged in click on Back Office – Manage Patrons – Find the individual you are looking to make the change to. When you locate the individual click on Edit to the right of the screen



Go down to the Site Information and click on the building that needs to be listed as the primary site and click Edit

Site Information

- Fort Gratiot Middle School (45002521) Faculty
- Roosevelt Elementary School (45002521) Faculty
- Woodrow Wilson Elementary School (45002521) Faculty

Check the box to Mark Primary Site and click Save

Site Information

Roosevelt Elementary School Make Primary Site (All holds will be deleted)

* Barcode: 45002521

Patron Type: Faculty

Access Level: Teacher

Status: Inactive

Card Expires: 6/24/2017

Homeroom: -- Select a Homeroom --

User Defined 1:
User Defined 2:
User Defined 3:
User Defined 4:
User Defined 5:

Acceptable Use Policy on File? Yes

Print Label on Save