**How do I set up Patron ID Authentication?**

A *patron ID* is a means of authentication that lets you use library or patron card numbers (up to 20 characters) to control access. The librarian provides EBSCO with a list of IDs that are used to identify users requesting access to databases. Without an ID number, assigned by library staff, the user cannot access EBSCOhost. You can also customize the login prompts, and easily delete one user’s access without affecting other users.

**To set up Patron ID Authentication:**

1. Click the **Authentication** Tab. From the drop-down lists on the toolbar, select the site you want to work with.

2. Click the **Patron Files** Sub-Tab. Click the **Add Patron ID** Link. The Add Patron ID Screen appears.

3. If you are administering a library consortium, from the **Site ID** drop-down list, select the site.

4. From the **Group ID** drop-down list, select the **Group**.

5. In the **Patron ID** field, enter your new patron ID. For example: 011012365712

6. In the **Password** field, enter the password you want the patron to use.

7. Click **Submit**. The list of patron IDs appears with your new patron ID displayed.

You can modify the patron ID for any user group by clicking on the linked patron ID in the list.

You can upload all of your patron IDs and passwords to EBSCOadmin from a delimited text file. The base EBSCOhost URL for this authentication scheme is http://search.ebscohost.com/login.aspx?authtype=custuid&custid=custid where *custid* identifies your library’s customer ID within EBSCOadmin.

You can also direct your users to a specific profile by adding a profile ID to the end of the URL. (For example, http://search.ebscohost.com/login.aspx?authtype=custuid&custid=custid&profile=profileid where *profileid* identifies one of your profiles.

**See also:**

- How do I upload Patron Files in EBSCOadmin?
- How do I set up a preferred order of authentication?