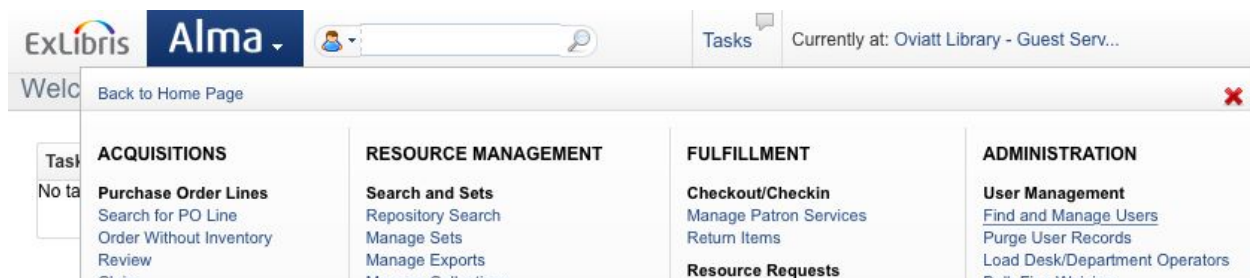


Alma Finding and Managing Users Activity

1. Locate your own patron record using the User quicksearch or by going to “Find and Manage Users” under Administration > User Management.



Option 1: Find users using the Users quicksearch bar



Option 2: Find users under Administration > User Management > Find and Manage Users

2. Add your Zip code to your patron record. Note: If you see a popup message warning you that information you add will be overwritten in the next patron load, choose “No”.

You may have two records in Alma - one staff, and one public / external. It doesn't matter which patron record you edit.