Discover how self-registration works in Folio and how it can be configured in OLIB Web.

**User self-registration in Folio**

Users who do not yet have a log in can use the **Register yourself** feature from the Login box:

![Register yourself feature](image)

This loads the following example screen for user input:

![User input screen](image)

When the user saves the details Folio responds:

*Your details have been noted. You will be contacted when the registration process is complete.*
OLIB automatically creates these users with a User category of *Unidentified User*.

**Authorise in OLIB Web**

Library staff can pick up self-registered users in OLIB Web by filtering the Users search in OLIB Web by Self-Registered=Y.

1. In Users click **Refine Search**.
2. In the Refine Search window choose **Self-Registered?**
3. Check the box for **Yes** and click **Search**.

Staff will need to allocate a **Barcode** to the new User record.

The registration form will only permit one address to be entered. Further addresses can be added later – this can be immediately after registering.

**Configure self-registration**

To enable / disable self-registration, edit these settings in the Config Block *login*:

```
self-registration
```

1. Go to OPAC> Configuration Settings.
2. Search for the setting `self_registration`:
   - Set the Value field to **False** if you do NOT want **Register yourself** to appear in the Folio Login box.
   - Set the Value field to **True** if you do want **Register yourself** to appear in the Folio Login box; set **Include?**=Y

```
register_yourself
```

1. Go to OPAC> Configuration Settings.
2. Search for the setting `register_yourself`.
3. Edit the text in the Value field e.g. "Click here to register" including double quotes.

Changes take effect when you next refresh Folio.

**Edit the fields displayed for self-registration**

The fields on the self-registration screen are controlled by the `usdetails` settings in `g_user_details`.

Controlling the display of self-registration fields is the same as for the *User Account details* page. This allows you to include/exclude user fields, re-sequence and re-name.