

Creating a User Account in L2

In order to get the most out of the L2 site, you will want to create an account. Without an account the only actions that you will be able to perform is to search for library locations, view location and agency information.

Accounts and Affiliations

There are two concepts within L2 that are intertwined, yet still separate. These concepts are "Accounts" and "Affiliations".

Accounts in L2 are used to allow you to log in, register for events, and search the directory. Every user needs to have a unique email address for their account. This email does not necessarily need to be the one that will be publicly displayed to other logged in users; more on that in a moment.

Affiliations are connections between a user account and a library agency, library location, catalog consortium, regional library system, the Illinois State Library, or a group. Any user can create an affiliation between their user account and a library location. Even though an affiliation is created, it may not be made live until it is approved. Additional affiliations, like those between a user and library agency, must be created by someone with sufficient privileges to do so.

Affiliations are the basis for permissions and your affiliations will dictate the actions that you are able to perform. Let us look at how to create an account as a library staff member.

Creating an L2 Account

Any staff member of a library can create their own L2 account. When an account is created by a staff member there are a number of different actions that will need to be taken. The list of actions to be taken are:

1. Creating the Account.
2. Set a password and create profile information.
3. Create an affiliation with a location.

Let us look at each of these in turn, starting with "Creating the Account".

Creating the Account

Creating an account is a straight-forward process and can be done by performing the following steps:

1. Go to <https://librarylearning.org>.
2. Underneath the "Login" box, there is a "Create Account" button. Click on this button.
3. On the "Create Account" page, in the "First Name" textbox, enter in your first name.
4. In the "Last Name" textbox, enter in your last name.
5. In the "Email Address" textbox, enter in your email address. This will be the email address that is used to log in to L2.
6. Click on the "Create New Account" button to actually create your account.

Your account has been created, but there are some additional steps needed. Next is logging into your account and adding profile information.

Logging into your Account and Adding Profile Information

When you click on the "Create New Account" button from step 6 in the previous section, an email should have been sent to the email address you supplied in step 5. The next thing to do is to log in to your account.

Logging into Your Account

The email that was sent includes a link to set your password. This link is a one-time use login link. To set your password follow these steps:

1. Open your email.
2. Locate the email from sent from L2. This should be from "L2: Library Directory & Learning Calendar". The email should also have a subject line similar to "Account details for [user] at L2: Library Directory & Learning Calendar".
3. Find the link within the email.
4. Copy this link.
5. Open your web browser.
6. Paste this one-time login link into your browser.
7. Press "return" or "enter" to have your browser navigate to the link. This should bring you to a "Set Password" page.
8. On the "Set Password" page, there is a button labeled "Login". Click on this button to login. This will bring you to the "Edit Profile" page. This is where you can "Add Profile Information".

Adding Profile Information

On the "Edit Profile" page, you will see a number of fields. These include:

- Password
- Confirm Password
- Picture Upload
- Honorific
- **First Name (Required)** - should be filled in already
- Middle Name
- **Last Name (Required)** - should be filled in already
- Alternate Name
- Biography paragraph
- Social Profiles
- Event Types
- Target Audience
- **Privacy Setting (Required)**

There are only a few fields that are **required** to be filled out. These fields are:

- First Name
- Last Name
- Privacy Setting

The "Privacy Setting" field has two options, "Visible" and "Private".

- Visible: Any logged-in user can view your information.

- Private: Your information can be viewed only by users with elevated permissions at your library, your library's catalog consortium, your library's regional library system, and Illinois State Library.

Note: It is recommended that you set a password for your account. This should be unique and only used with L2.

Once you have entered in the required information, any optional information that you want to fill in, and have selected a new password, click on the "Save" button to save your profile. The final step is to create an affiliation with a location.

Creating an Affiliation

Affiliations are links between an individual user and an entity within L2. These entities can include Groups, Locations, Agencies, Catalog Consortia, Regional Library Systems, or the Illinois State Library.

By default, you will not have any affiliations. Staff members of libraries are only able to create affiliations between themselves and a library location. Additional affiliations will need to be created by someone with sufficient privileges.

When you create an affiliation with a location, that affiliation will not be made live until someone at the library location with sufficient privileges, like a manager of a library location or an administrator of a library agency, has approved the newly created affiliation with the library location.

The place where you can create an affiliation is from your Dashboard page.

Dashboard Page

To Access your "Dashboard" page, perform the following steps:

1. In the upper right corner, click on the "Account" menu item.
2. Click on the "My Dashboard" menu item to bring you to your dashboard.

Your dashboard page should show a few pieces of information. This information includes:

- Your Full Name at the top of the page
- Your First Name
- Your Last Name
- Your Privacy Setting

There is one last item on your dashboard page, and that is a list of your affiliations.

Creating a Location Affiliation

In order to create an affiliation with a location, you will need to perform the following steps:

1. On your Dashboard page, click on "Affiliation with a Location" button.
2. Under "Affiliation" begin typing the name of the library location you want to affiliate with. Once your affiliation is saved, this cannot be changed.
3. Under "Primary Affiliation", you will need to select "Primary Affiliation" if this is your only affiliation. If this is not your primary affiliation, click "Other Affiliation".
4. Under "Role / Access Group", if you are a staff member select "Staff". If you are a Trustee/Board member, select "Board".
5. Under "Job Title", enter in your job title.

6. Under "Email", verify that this is the email that you want displayed to other users. This does not need to be the same email that you use to log in to L2. However, by default it will be these email addresses will be the same.
7. Optionally, you can enter in a "Phone" number.
8. Optionally, you can enter in a "Fax" number.
9. Optionally, you can select the "Job Categories/Responsibilities" under the "Functions/Responsibilities" section, if any of them apply to you.
10. Click on the "Save" button at the bottom of the page to save your affiliation with the library location.

Once you have clicked on the "Save" button, your affiliation will be created, and the information will be saved. Additionally, an email will be sent to an administrator at the location. This administrator will be able to verify the affiliation that you have created. Once approved, you will appear in the directory and on the "Staff List" for your affiliated locations.

Once your affiliation is approved, you will have full access to the features of L2, including searching for events, registering for events, and viewing staff lists.