L² Library Directory & Learning Calendar

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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, including password.
2. Create an affiliation with a location.
3. Verify the Account

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. Create a password in the field labeled "Password". **Note**: It is required that you set a password for your account. This should be unique and only used with L2. A message may appear hinting the password should be strengthened.

7. Re-enter password to confirm the password is the same as entered in the previous field. Below "Confirm Password", is a message displaying whether passwords match in the two password fields above.
8. Click on the "Create New Account" button to actually create your account.

A welcome email is automatically sent. **IMPORTANT!** Your account will not be fully activated until your library location affiliation is completed and email address is verified. **FAILURE** to verify your email address will result in automatic cancellation of this L2 account after 24 hours.

Complete Your New Account

After clicking the "Create New Account" button, users are redirected to a new page to add and save the library affiliation.

Creating Your Library Location 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 an Illinois 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 right away. Instead, it will remain unapproved until someone at the regional library system, that the library location is a member of, has approved the newly created affiliation with the library location.

1. Under "Affiliation" begin typing the name of the library location you want to affiliate with. Once your affiliation is saved, this cannot be changed.
2. 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".
3. Under "Role / Access Group", if you are a staff member select "Staff". If you are a Trustee/Board member, select "Board".
4. Under "Job Title", enter in your job title.
5. 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.
6. Optionally, you can enter in a "Phone" number.
7. Optionally, you can enter in a "Fax" number.
8. Optionally, you can select the "Job Categories/Responsibilities" under the "Functions/Responsibilities" section, if any of them apply to you.
9. Click on the "Save" button at the bottom of the page to save your affiliation with the library location.

After you have clicked on the "Save" button, your affiliation will be created, and the information will be saved. An email will be sent to regional library system staff 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 and have full access to the features of L2, including searching for events, registering for events, and viewing staff lists.

Verifying Your Account

As mentioned above, when you create a new L2 account, welcome email is automatically sent to the account's email address. This email includes a verification link. You must click this link from the email account the welcome message was sent to within 24 hours of creating the account, or the account will automatically be canceled.

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
- A button to add an affiliation with a library location
- Your current active library affiliation(s), each with a link to edit
- A list of any library affiliations that are pending confirmation
- A button to edit your user account (if you have an active library affiliation)

Adding Profile Information

Log into L2. To add profile information click the down arrow on "Account" to access "My Dashboard" tab. Select "My Dashboard". Your dashboard will display a short summary of user information already created. Scroll down and click "Edit User Account".

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

- 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. This is the default setting, and is recommended.
- 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.