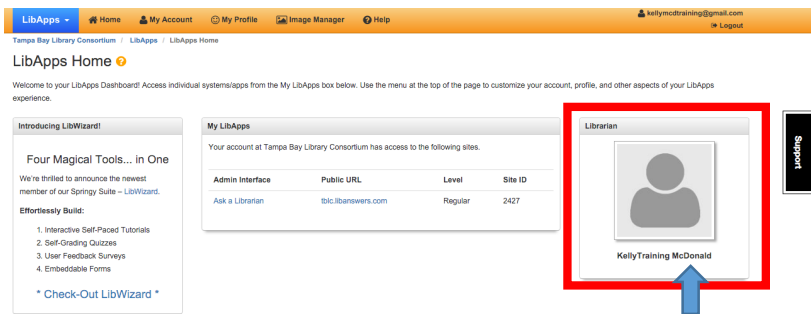


# Adding Your Library to Your Last Name

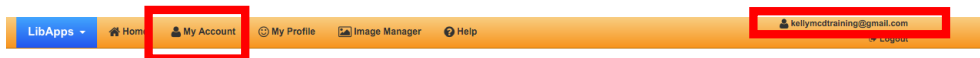
We ask that all users add their library name to their last name, making it easier for other libraries to see where you're from and helping to sort through statistics.

## 1. Log in to your LibApps Account



## 2. Notice the "Librarian" box that displays how your name appears to other librarians and on Email/SMS tickets

## 3. Click on "My Account" or your email address located on the orange ribbon at the top



## 4. Add a hyphen and your library's name after your last name

*\*Note: you may just use your library's name as a last name if you are uncomfortable with patrons seeing your last name in Email and SMS ticket responses.*

The screenshot shows the 'Account Information' form. The 'Last Name' field is highlighted with a red box and contains the text 'McDonald-TBLC'. Other fields include 'Username/Email' (kellymcdtraining@gmail.com), 'Password', and 'First Name' (KellyTraining). A 'Save' button is at the bottom.

## 5. Springshare requires you to re-enter your password after making any account changes

Save your changes

This screenshot shows the 'My Account' page. The 'Account Information' form is visible, and the password re-entry field is highlighted with a red box. The 'Last Name' field shows 'McDonald-TBLC'.

## 6. Your name change now shows on the "Home" screen as well as in the Ask a Librarian system

