

Setting Your Nickname

Nicknames display to the patron through chat instead of your profile name designated within the Springshare system. You will not see your nickname from within the dashboard – only patrons see this information.

1. Log in to your LibApps Account
2. In the top orange toolbar, select Admin and Account from the dropdown menu

The screenshot shows the 'Manage Account' page in the LibAnswers system. The top navigation bar is orange and contains several menu items: LibAnswers, Dashboard, Answers, Social, Stats, Ref. Analytics, LibChat, Status Mgmt, and Admin. The Admin dropdown menu is open, showing options: Account, Macros, Views, Manage Content, and Widgets. The 'Account' option is highlighted with a red box. A red arrow points to the 'Nickname' input field, which contains the text 'Kelly-TBLCTraining'. Below the input field, it says 'Current used for LibChat public display. If left blank your name will be used.' A blue box with the text 'To edit your email, name, password, or email signature, you must go to your LibApps account screen: Go to LibApps' is also visible.

3. Type the name you want patrons to see when they chat with you
4. Save your settings at the bottom of the page

PLEASE NOTE: If you want to add your library to your account name or change how your name displays in emails, follow the prompts in the blue box with direction to Go To LibApps.