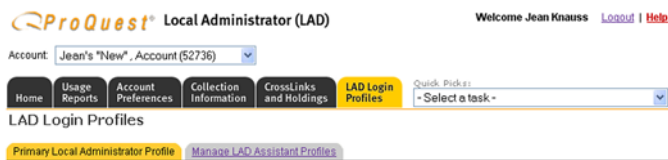


# LAD Login Profiles



## Add a LAD Assistant Profile

To add a new LAD assistant profile, follow these steps:

- 1 Make sure you are on the **LAD Login Profiles, Manage LAD Assistant Profiles** page:
  - Click the **LAD Login Profiles** tab, and make sure the **Manage LAD Assistant Profiles** tab is selected.
  - Or, select **Create/Modify a LAD Assistant** from the Quick Picks menu.
- 2 Click **Add a New LAD Assistant Profile**. You see the **Add a New LAD Assistant Profile** page.
- 3 Enter the following information:
  - **Description** Enter the name or function of the administrator (try to keep the name short).
  - **Password** Enter a password for this account.
  - **Functional Area** Check the areas to which you want to give the account access.
- 4 Click **Save**. You will return to the LAD Assistant Profiles page.
- 5 Scroll to the new account and write down the **Screen Name** and **Password** for the new account to give to the LAD Assistant.

## Manage Existing LAD Assistant Profiles

This section lets you edit your LAD Assistant profiles. To change a profile, follow these steps:

- 1 Make sure you are on the **LAD Login Profiles, Manage LAD Assistant Profiles** page:
  - Click the **LAD Login Profiles** tab, and make sure the **Manage LAD Assistant Profiles** tab is selected.
  - Or, select **Create/Modify a LAD Assistant** from the Quick Picks menu.
- 2 In the **Manage Existing LAD Assistant Profiles** section, locate the profile you want to modify.
- 3 Edit the following information:
  - **Description** The name or function of the administrator (try to keep the name short).
  - **Password** The password for this account.
  - **Functional Area** The areas to which you want to give the account access.
- 4 Click **Save** to modify the profile.

## Delete a LAD Assistant Profile

To delete a LAD Assistant Profile, follow these steps:

- 1 Make sure you are on the **LAD Login Profiles, Manage LAD Assistant Profiles** page:
  - Click the **LAD Login Profiles** tab, and make sure the **Manage LAD Assistant Profiles** tab is selected.
  - Or, select **Create/Modify a LAD Assistant** from the Quick Picks menu.
- 2 In the **Manage Existing LAD Assistant Profiles** section, locate the profile you want to delete.
- 3 Click **Delete** in the Action column.

## **About Local Administrator Login Profiles**

Your Local Administrator Profile lets you set the properties for your LAD Administrator Account.

### **Set Contact Information**

You can set contact information to let users contact you with questions or problems while using ProQuest. The contact information will be visible to users if you have remote access enabled and the user authentication fails.

To change this information:

- 1 Make sure you are on the **LAD Login Profiles, Primary Local Administrator Profile** page:
  - Click the **LAD Login Profiles** tab, and make sure the **Primary Local Administrator Profile** tab is selected.
  - Or, select **Change Your LAD Admin Password** from the Quick Picks menu.
- 2 In the **Contact Information** section, enter or edit your contact information
- 3 Click **Save**.

## **Change Account Password**

- 1 Make sure you are on the **LAD Login Profiles, Primary Local Administrator Profile** page:
  - Click the **LAD Login Profiles** tab, and make sure the **Primary Local Administrator Profile** tab is selected.
  - Or, select **Change Your LAD Admin Password** from the Quick Picks menu.
- 2 In the **Change Password** section, enter your current password in the **Current password** box.
- 3 Enter your new password in the **New password** box.
- 4 Re-enter the password in the **Confirm new password** box.
- 5 Click **Save**.