

## Authentication by User ID or Barcode

You can configure your server to permit remote users, such as library patrons connecting from home, to access ProQuest through your server. These settings ensure that your ProQuest links are protected from unauthorized use.

1 Make sure you are on the **Edit User ID** page:

- From the **Account Preferences, Authentication** page, click **View/Edit** in the Action column of the User ID for which you want to configure the IP range.
- After adding a new ID, click **Continue**.

2 Click **Edit** to modify or **Add** to add Remote Access to the ID.

You see the **Edit Remote Access Settings** page.

3 Under **Choose a Remote Access Method**, select one of the available remote access methods:

- **Barcode Validation with Checkdigit** This remote access method validates the patron barcode on the basis of correct length, prefix and checkdigit calculation.
- **Remote User ID/Barcode Lookup - with password** This remote access method validates the patron by looking up the barcode. Barcodes can be uploaded in batch or individually edited.
- **Remote User ID/Barcode Lookup - no password** This remote access method validates the patron by looking up the barcode. Barcodes can be uploaded in batch or individually edited.

4 Click **Continue**.

You see the **Edit Remote Access Settings** page for the selected authentication method.

5 If you selected **Barcode Validation with Checkdigit**:

- Select the exact length of your library card number (up to a maximum of 50 characters) from the **Barcode Length** pull-down box.
- Select the length of your library card prefix (up to a maximum of 10 characters) from the **Prefix Length** pull-down box. (This setting is used to skip the prefix in the checkdigit calculation for DRA type barcodes.)
- In the **Barcode Prefixes** boxes, enter up to 10 library card prefixes. If you need additional prefixes, it is recommend that you enable remote access on more than one ProQuest User ID.

6 If you selected **Remote User ID/Barcode Lookup - with password**:

- Enter the User ID In the **Add a New Remote User ID** section.
  - Enter the user **password**.
  - Click **Add**.
  - Repeat for each user.
- OR

- To upload a text file of User ID/Password pairs, click **Browse** in the **Upload Remote User Record File** section and navigate to the appropriate file.
- Select **Append to Current List** to add the new user information to the end of the current information. Select **Overwrite Current List** to replace the current information with the information you are uploading. All your current information will be deleted.
- Click **Upload**.

7 If you selected **Remote User ID/Barcode Lookup - no password**:

- Enter the User ID In the **Add a New Remote User ID** section.
  - Click **Add**.
  - Repeat for each user.
- OR
- To upload a text file of User IDs, click **Browse** in the **Upload Remote User Record File** section and navigate to the appropriate file.
  - Select **Append to Current List** to add the new user information to the end of the current information. Select **Overwrite Current List** to replace the current information with the information you are uploading. All your current information will be deleted.
  - Click **Upload**.

8 Click the **Login Preferences (optional)** tab.

9 Confirm that you want to save your settings. You see the Login Page Preferences page.

10 Enter the **Description Text**, **Logo URL**, **Login Screen Prompt**, and **Password Prompt** that you want displayed in the user's login dialog box.

11 Click **Save**.