

INSTRUCTIONS FOR SIGNING UP STUDENTS

Hello Educator!

Thank you so much for helping us spread the message of the Metropolitan Library System Summer Reading program. Below are the steps for setting up an account on our Beanstack software:

1. Visit: metrolibrary.org/schoolsignup
2. Click the **I am registering myself** button.
3. Use the following information to fill out the information for the student on the registration form:
 - a. **First Name & Last Name**
 - b. **Username** — please use the following naming convention: firstname.lastname (e.g., Jon Smith would be jon.smith)
 - c. **Password** and **Confirm Password** — use the student ID number for the password
 - d. **Do you have a library card?**
 - i. If you are a ONECard school (OKCPS), select **Yes, I already have one. In the Library Card** number field, enter the student's Student ID number. Their Student ID is the card information they would use to get access to books at Metro Library. It is important for your school district statistics to have data in the **Library Card number** field.
 - ii. If you are not a ONECard school, select **Not right now. I may get one later or don't have it handy.**
 - e. **Which is your primary branch?** — Select the library closest to your school
 - f. **What year you were born?** — Add the student's birth year
 - g. **What grade level are you in?** Add the grade the student is currently enrolled. *Do not add the grade they will be in this fall.*
 - h. **What school do you attend?** — Select your school
 - i. Uncheck the **Yes, send me recommendations** via email checkbox.
4. Once you've finished adding the student's information, double-check to ensure every required field has content. Hit the **Next** button.
5. Record the student's **Username & Password** on the [provided template](#).
6. Send a copy of the letter with the username and password home with the student for the parent/caregiver.