

Guilford County Schools

Library Media Services Department



Changing MediaSpec Login Password

Media Spec Administrative Account

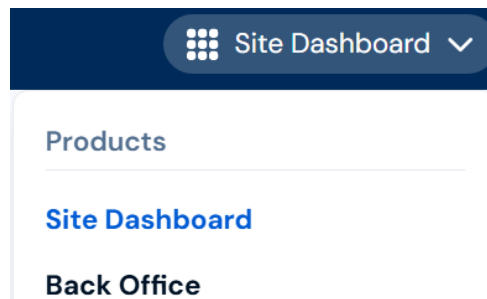
Please see the [Destiny Logins Used in Schools](#) document for an overview of access levels for all Destiny user account types.

The mediaspec login has a site specific default password at each school. The SLMC can change this password. If the password needs to be reset, it will go back to the default password for that site.

The mediaspec login information should not be shared with anyone.

Changing the Password

Go to Destiny Back Office by clicking on the “waffle” and selecting Back Office.



There are two ways to locate the mediaspec user to be able to change the password:

- Using Circulation and searching for the patron.
- Using Admin > Manage Patrons and searching for the patron.

Using Circulation

<p>Click the Circulation menu and select Patron Status.</p>	<div> <div>↺ Circulation ^</div> <div> <div>Check Out</div> <div>Check In</div> <div>Renew</div> <div>Holds/ILL</div> <div>Fines</div> <div>Copy Status</div> <div>Patron Status</div> </div> </div>
<p>Type in “mediaspec” in the Find Patron field to search for the account.</p> <p>Click “Go” or press Enter.</p>	<div> <div>Find Patron</div> <div>mediaspec</div> <div>Go</div> </div>
<p>Click “Edit Patron”.</p>	<div> <div>Edit Patron</div> </div>
<p>Type in the new password in both the “New Password” and “Confirm Password” fields.</p>	<div> <div>User Name000-mediaspec</div> <div>New Password</div> <div>Confirm Password</div> <div> Password Assigned <input type="checkbox"/> Clear Password </div> </div>
<p>Click “Save” at the top of the page.</p>	<div> <div>Save</div> </div>
<div>Using Admin</div>	
<p>Click the Admin menu and select Manage Patrons.</p>	<div> <div>⚙ Admin ^</div> <div>Manage Patrons</div> </div>

<p>Type in “mediaspec” in the Find Patron field to search for the account.</p> <p>Click “Search” or press Enter.</p>	<p>Find <input type="text" value="mediaspec"/> in All ▼ Search</p>
<p>Click Edit on the right side of the screen.</p>	<p>MEDIASPEC Patron Status District ID: 000MEDIASPEC Edit</p>
<p>Type in the new password in both the “New Password” and “Confirm Password” fields.</p>	<p>User Name <input type="text" value="000-mediaspec"/></p> <p>New Password <input type="password"/></p> <p>Confirm Password <input type="password"/></p> <p>Password Assigned <input type="checkbox"/> Clear Password</p>
<p>Click “Save” at the top of the page.</p>	<p>Save</p>
<p>Log out and then use the mediaspec username and new password to log back in to be sure the change was saved.</p> <p>The MEDIAASST password can be changed using the same steps.</p>	
<h2>Help and Questions</h2>	
<p>Please contact the Library Media Services Department for assistance with Destiny.</p> <p>Nancy Cravey, Library Media Services Lead Teacher craveyn@gcsnc.com</p> <p>Natalie Strange Director of Library Media Services strangn@gcsnc.com</p>	