Add_SUNYCard_Magstripe_to_Patron_Record

Entering SUNY Card Magstripe Numbers in ALEPH Patron Records

Only full-time staff, or student staff, with ALEPH override logins may add SUNY Card magstripe numbers to ALEPH patron records. Begin by entering your staff override in ALEPH; then, follow the procedure outlined below.

Step 1: Select the Patron Record tab in ALEPH.

1. Select the patron tab.

2. Select the patron search button.

Step 2: Use the Patron Name search to pull up the patron record.

1. Type the patron's name (last name, first name) in the patron search box, then hit Enter on the keyboard.

2. Make sure the correct patron’s name is highlighted in the patron list.

3. Click the Select button.

Step 3: Go to the Global Patron Information screen.
Step 4: Enter the SUNY Card magstripe number in the Barcode field.

1. Select the Barcode field. Delete any information in the Barcode field. Scan magstripe number into the Barcode field.

   2. Select the Update button.