

Navigate to Access Codes



This feature is available to Site Managers, Campus Admins (Type 13), and Campus Managers (Type 6) depending on system configuration.

1. Log in with an appropriate account.
 - If logged in with a Site Manager account, select Access Codes from the Library tab.
 - If logged in with a Campus Admin or Campus Manager account, select Access Codes from the Manage tab.
2. Optionally use [Filter and Save Searches](#) to locate specific codes.
3. Optionally [Export](#) the list.