

## How to Issue a New Kansas State Library Card

1. Open a web browser and go to [kslc.org](http://kslc.org).
2. Click on the Admin Access link on the right-hand side under “Librarians.”
3. Login using the following information:
  - a. Username: fi31
  - b. Password: 153
4. Click on “Create a new account.”
5. Ask to see proof of the applicant’s Kansas residency (valid KS driver’s license, piece of mail, etc.).
6. Enter applicant’s information (name, email address, and date of birth).
7. Write in their eCard number on a Kansas State Library Card, which appears on the screen after submitting the applicant’s information.
8. Write in the applicant’s birth date, which is also their login password.
9. Write in the expiration date (3 years from activation date).
10. Give the card to the applicant.