

User Login Manager

Manage user logins for your OverDrive Service

What is User Login Manager?

ULM is an OverDrive-hosted web portal that allows partners to upload logins for user authentication. Once a user's credentials are added to ULM, that user can borrow titles from your OverDrive digital collection.



User Login Manager Settings Form

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OverDrive

User Login Manager

If authentication through an existing network system or ILS/LMS database is not possible, OverDrive User Login Manager allows you to upload user credentials to an OverDrive-hosted portal, either via batch upload or one at a time.

Requirements: Internet connection (must be able to log in to the secure portal).

Recommended: Should have the ability to create and upload a CSV file of user IDs. These can be created in Excel or another spreadsheet program, and saved in the .CSV format.

Ongoing Maintenance: As new User IDs are issued, simply login to the User Login Manager portal and add the IDs to the system. Similarly, as the statuses of User IDs change, the statuses can be updated in the User Login Manager portal.

Organization Name **OverDrive Consortium**
(if applicable)

Date Completed

User PIN/Password

Indicate if users will be required to enter a PIN/Password in addition to their User ID. Yes No
**If card length for any users is 4 digits or less, a pin / password is required for security.*

Sign In Field Label(s)

Please indicate how to label the sign in field(s) at your OverDrive-powered website. For example: 'Library card number,' 'Username,' 'Email address,' 'Last four digits of phone number,' etc. Unless indicated otherwise, the fields will be labeled as 'Library Card Number' and 'PIN.'

User ID Label **PIN** (if applicable)

User Activity Reports

Please indicate if you would like to use branch codes to allow for detailed circulation reporting based on grade level, user type, branch, or building. This information will be added into User Login Manager for each user during the upload process. We can report on one piece of information only. For consortia or school districts, the default reporting is by member library/school.

Yes No

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Content Access Levels

Please indicate if you would like to use our Content Access Level feature which allows you to restrict certain users from seeing titles that may be too mature for their age group. This information will be added into User Login Manager for each user during the upload process (further instructions will be provided at a later time).

Yes No

Support Email Address

The email address to which user technical support inquiries should be sent. The email address provided will be used in the Help pages of your OverDrive-powered website. A support form can also be used.
We strongly suggest you use an email alias rather than a personal address.

Main Library Site URL

The URL of your library website or catalog which will be used to link users back to your website.

Main Authentication Contact

Please provide the name and email address of the main authentication contact who should receive the next step instructions for User Login Manager.

Name Email

Submit to OverDrive

If you do not see an email pop up after clicking this button, please save a completed copy of this form and send to your OverDrive Product Specialist via email.

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Completing the settings form

The image shows a settings form with several fields and sections. Callout boxes provide context for the labels used in the form:

- Name of school or library.** points to the **Organization Name** field.
- If your library is part of a shared collection.** points to the **OverDrive Consortium (if applicable)** field.
- What users will see.** points to the **User ID Label** field.
- What users will see.** points to the **PIN (if applicable)** field.

Organization Name **OverDrive Consortium (if applicable)**

Date Completed

User PIN/Password
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User ID Label **PIN (if applicable)**

Completing the settings form

User Activity Reports

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Yes No

Do you want to use branch codes?

Content Access Levels

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Yes No

Do you want to use content access levels?

Completing the settings form

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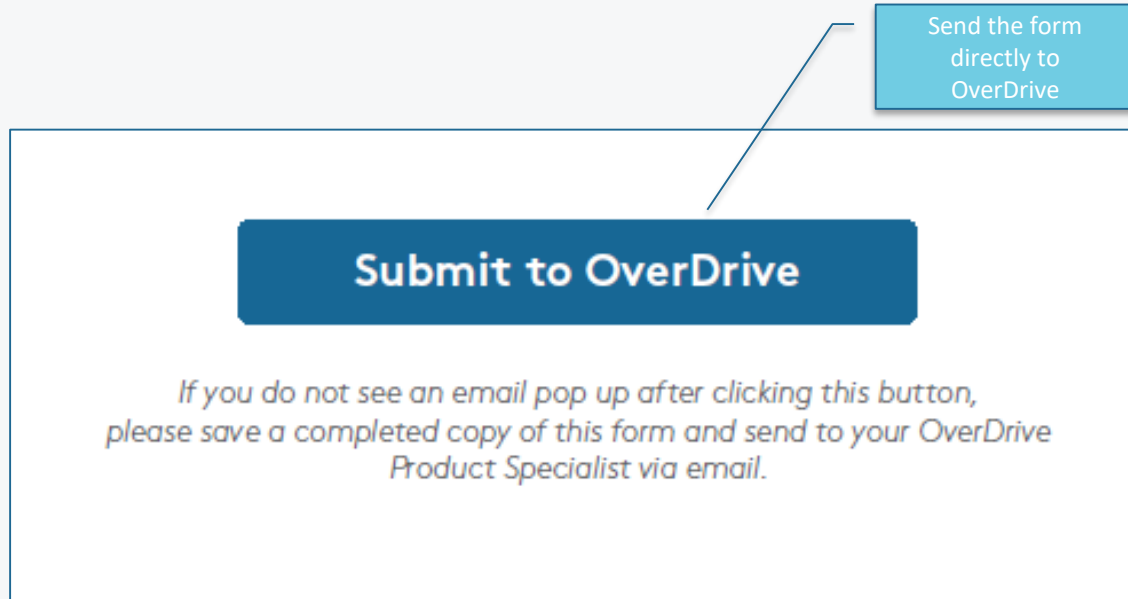
Name Email

URL for the library – school, public, academic, corporate.

Where user questions are directed.

Commonly a technical contact.

Completing the settings form



CSV

Creating and uploading

You will need:

- <https://loginmanager.overdrive.com>
- Your email address and password for User Login Manager*
- CSV file of users for library or school
 - create in Excel
 - Save as** CSV (comma delimited)

*Not sure of your password? Reset it from the login screen.



A closer look at the CSV

- ❑ CSV file of users
 - ❑ At least two columns for card number and PIN (if required)
 - ❑ May include branch code (if required), and status

	A	B	C	D	E	
1	Username	Password	Status	Branch	Access Level	
2	test0001	1234	Valid	Parent	Adult	
3	test0002	1234	Valid	Parent	Adult	
4	test0003	1234	Valid	Parent	Adult	
5	test0004	1234	Valid	Parent	Adult	
6	test0005	1234	Valid	Parent	Adult	
7	test0006	1234	Valid	Staff	Adult	
8	test0007	1234	Valid	Staff	Adult	
9	test0008	1234	Valid	Staff	Adult	
10	test0009	1234	Valid	Staff	Adult	
11	test0010	1234	Valid	Staff	Adult	

This can distinguish between groups of users, buildings, etc.

	A	B	C	D
1	Card Num	PIN	Branch	Status
2	10001	1232	overdrive	Valid
3	10002	423434	overdrive	Valid
4	10003	3242	overdrive	Valid
5	10004	24234	overdrive	Valid
6	10005	5656	overdrive	Valid
7	10006	456456	overdrive	Valid
8	10007	34634	overdrive	Valid
9	10008	2424	overdrive	Valid
10	10009	78789	overdrive	Valid
11	10010	5678	overdrive	Valid

Status

- ❑ Enabled for all ULM accounts.
- ❑ Omit “user status” field from CSV file to automatically upload users as valid.
- ❑ Non-valid statuses can be assigned (displays correct error message at login)

Use this guide to format your file.

USER STATUS IN ULM	AS TEXT	AS A NUMBER
Valid	Valid (or blank)	0
Excessive fines	ExcessiveFines	1
Overdue items	OverdueItems	2
Expired card	ExpiredCard	3
Lost card	LostCard	4
Stolen card	StolenCard	5
Privileges revoked	PrivilegesRevoked	6
Invalid account	InvalidAccount	7

Content access levels

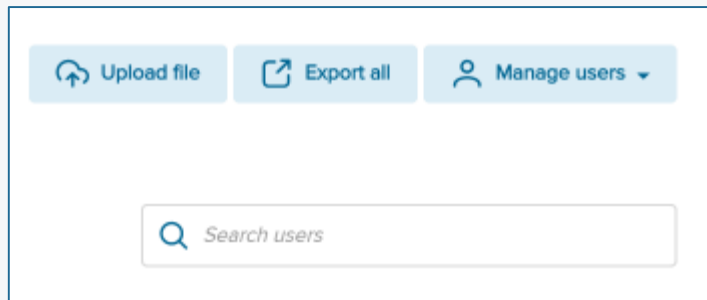
- Optional.
- Allow you to limit content users can borrow.
- Default to “Adult” access level unless specified otherwise.
- Your Product Support Specialist can work with you to enable access levels.

Use this guide to format your file.

ACCESS LEVEL	AS TEXT	AS A NUMBER
Adult	Adult (or blank)	0
Juvenile	Juvenile	1
Young adult	YoungAdult	2

Upload the CSV

- ❑ On main page, select **Upload file**
- ❑ Click to **select file** you saved
- ❑ If your file has column headers, mark **yes**
- ❑ **Assign headers** for your data
- ❑ Select **upload**




	A	B	C	D	E		
1	Username	Password	Status	Branch	Access Level		
2	test0001	1234	Valid	Parent	Adult		
3	test0002	1234	Valid	Parent	Adult		
4	test0003	1234	Valid	Parent	Adult		
5	test0004	1234	Valid	Parent	Adult		
6	test0005	1234	Valid	Parent	Adult		
7	test0006	1234	Valid	Staff	Adult		
8	test0007	1234	Valid	Staff	Adult		
9	test0008	1234	Valid	Staff	Adult		
10	test0009	1234	Valid	Staff	Adult		
11	test0010	1234	Valid	Staff	Adult		

File with column headers.

Upload Users

Manage Users

Manage users

 **Edit** individual users

 **Delete** users

 **See user information**

Edit user

USER ID:

USER STATUS:

ACCESS LEVEL:

BRANCH CODE:

EXPIRATION DATE:

LAST LOGIN AT (GMT):

LAST LOGIN:

EDITED BY:

DATE ADDED:

ADDED BY:

CUSTOM DATA (OPTIONAL)

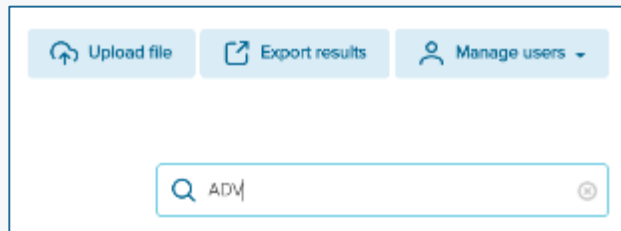
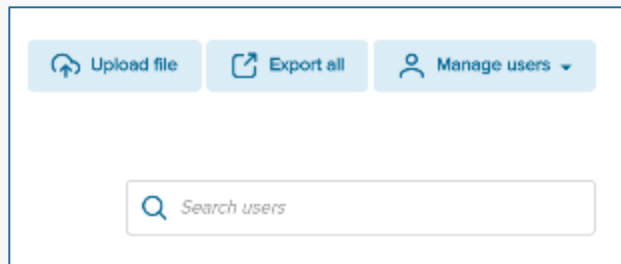
[+ Add custom data](#)

Label	Value	Actions
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Cancel

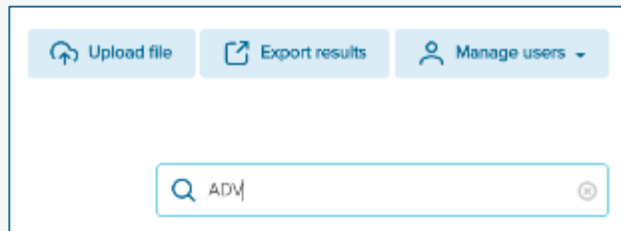
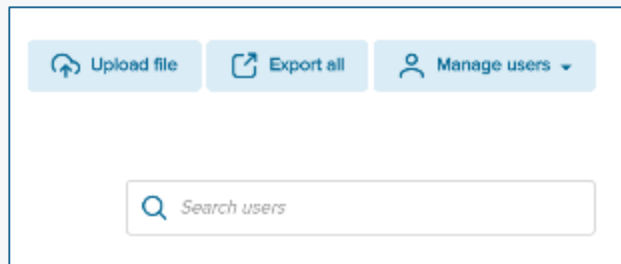
Manage users

- ❑ **Export** users (entire group, searched subsection, filtered section)



Manage users

- ❑ **Add** single users with Manage users
- ❑ Ask your **Product Support Specialist** if you need a new admin added.



Resources

Resources

Learn more

User Login Manager - <https://loginmanager.overdrive.com>

ULM help - <https://loginmanager.overdrive.com/help>

Contact us

Contact your OverDrive Team.

Follow us on social media.



Join our
email list
today!

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