Step by Step Guide to Designating Patron Roles
1. Go to [www.gimc.org](http://www.gimc.org)
2. Click on **Patrons**
3. Click on **Login GIMC Student Registration/Ordering System**
4. Enter User name and Password
5. Click Login
6. Click on Administration
7. Click on Select Designees
8. Click on the drop down to indicate whether a desigee should have access.

The district administrator determines who has access to the annual census.

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gelinas, Gina</td>
<td>AT Specialist</td>
<td>No Access</td>
</tr>
<tr>
<td>Kemph, Sally</td>
<td>VI Teacher</td>
<td>No Access</td>
</tr>
<tr>
<td>Ritts, Chris</td>
<td>VI Teacher</td>
<td>No Access</td>
</tr>
</tbody>
</table>

To add or remove names from the list:

Add: [Online Patron Registration](#)
Send Email: [Send Email](#)
If a patron needs to be added:
2. Click on Patrons.
3. Click on Request Account or Update Existing patron Accounts.

All new patrons added automatically have access to edit student information during the Annual Census unless the local admin changes access. However, patrons can still order materials for any student. See above instructions.