

# Guest Pass Portal

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The Guest Pass application is a web application that can be found at: [mypc.scls.info/tbsportal/](http://mypc.scls.info/tbsportal/)

Guest passes can be used when patrons don't have a card or need extra time.

## Creating Guest Pass desktop shortcut and/or bookmark

### Desktop Shortcut

1. Open the browser of your choice and navigate to: [mypc.scls.info/tbsportal/](http://mypc.scls.info/tbsportal/)
2. Resize your browser window so that you can see some of your desktop
3. Click and drag the icon to the left of the URL in the address bar to your desktop
4. You should see an icon that looks like this, except the background color may be different



### Browser Bookmark

1. Open the browser of your choice and navigate to: [mypc.scls.info/tbsportal/](http://mypc.scls.info/tbsportal/)
2. Press Ctrl-D to bookmark the page
3. Edit the information about the bookmark, if desired, and save it to your desired bookmark folder

## Configuring printer settings

1. Log into the Guest Pass Portal using your MyPC admin credentials
2. Click the **Printer Settings** icon at the top of the window
3. For the **Select Printer** dropdown choose your receipt printer
4. For the **Barcode Type** dropdown choose **Codabar**
5. For the **Barcode Size** dropdown choose **Medium**
6. Click the **Save Settings** button

## Printing Guest Passes one-at-a-time

1. Log into the Guest Pass Portal using your MyPC admin credentials.
2. When the webpage loads, you will see options for different types of guest passes that you can print.
  - a. If your library does not limit by age, use **Adult** guest passes.
  - b. If your library limits certain computer use by age, you may need to print Teen or Youth passes in addition to Adult passes.
  - c. The Custom Pass allows you to create a pass for a patron by asking you for the first name, last name and email address of the patron.



3. Click on the type of guest pass you'd like to print. It will automatically be sent to the receipt printer attached to the PC.

## Printing Batches of Guest Passes

1. Log into the Guest Pass Portal using your MyPC admin credentials.
2. When the webpage loads, click on the **Batch Print** option.
3. In the resulting window, enter the number and type of guest passes you'd like and click on the **Print** button.