

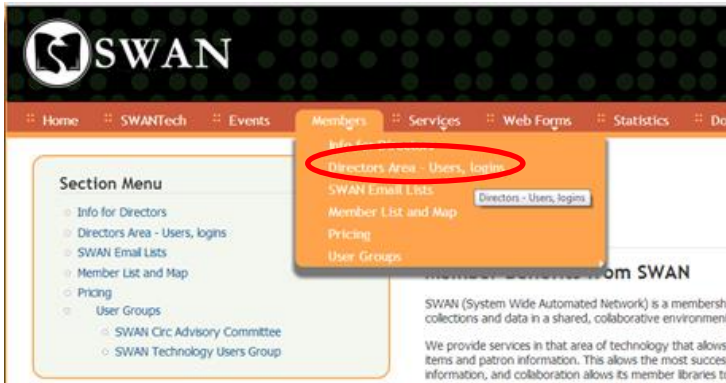


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To: SWAN Library Administrators
From: Kate Boyle, SWAN Member Services
Date: March 6, 2014
Subject: Quarterly Password Change

Passwords will change on the production server effective Thursday, March 13, 2014.
You and your staff will need to use the new passwords on Thursday to log into Millennium.

The new passwords can be found on the SWAN website <http://support.swanlibraries.net/> under the “Members” tab by clicking on “Directors Area - Users, logins”. You will need to login to the website using your L2 username and password.



To view the passwords in the Directors’ Area you must be listed as the Director or Assistant Director for your library in L2
<http://www.librarylearning.info/> .

If you should have any problem accessing the password information or if you would like to have a second person given authorization to view this information, please contact Kate Boyle SWAN Member Services Manager at 630-734-5162 or kate.boyle@railslibraries.info.