Resetting Passwords in the NHAIS ILL System

Each library configured to participate in the NHAIS ILL System has been assigned a set of login credentials and the library directors have been given a default password for their accounts. Each library sets its own passwords for each assigned login.

Login Credentials

Three usernames have been created for each library (your library's code replaces XXXXXX in each username):

- **XXXXXXill** – this allows access to all interlibrary loan functionality, but doesn't allow the user to modify NHU-PAC holdings for their library; you can download MARC records with this username.
- **XXXXXXcat** – this allows access to all the holdings maintenance functionality, but doesn't include access to placing or managing interlibrary loan transactions.
- **XXXXXXall** – this allows access to all the interlibrary loan and holdings maintenance functionality in the system. If one person does the ILL and holdings maintenance you should use this login.

Note that the code for your library is the same one that has always identified your library in NHAIS, but with NH appended to the front. For example the code for the Birch Public Library was TBIR and is now NHTBIR. The usernames for this library are NHTBIRill, NHTBIRcat, NHTBIRall.

Changing Passwords

Once your passwords have been set by your library your library director will need to CALL the NHAIS Help Desk at 603-271-2141 during business hours to have a new default password assigned to the account you want to change. NHAIS staff will not provide information on login credentials to anyone but the library director.

Once a new default password has been assigned:

1. Go to https://nhais.agshareit.com/home?cid=nhais&lid=nhais and click "Please Login" at the top left of the screen
2. Select your library from the dropdown menu in the dialog box that appears.
3. Enter the username you are setting the password for where it says "Username/Barcode"
4. Where it says "Password" enter the new default password and click the SUBMIT button. *If your browser asks you to save the password say NO.*
5. A "Change Password" box will appear. Type the password you want to assign to this login into the box. NOTE: passwords are not case-sensitive.
6. Type the same password again into the "confirm password" box and click the SUBMIT button. *If your browser asks you at this point to save the password you can if you want to.*