

FPS Student ID FAQs for Staff

Who can have this type of account?

Any Fargo Public School student in Pre-K through grade 12.

How does someone register for a Student ID card?

An adult has to opt-in when registering their student for school through PowerSchool.

How are these accounts made?

Fargo Public Schools will share only the information needed to make an account if someone opts-in. That information gets imported to Koha in batches a couple months a school year.

Is a physical card issued?

No, students use their Student ID card in place of a standard card. The Student ID card does work at self-checkout machines.

Students may also state their Student ID number or name and verbally confirm two additional pieces of information on their account. (Their Student ID number is the same as their lunch number and school library checkout number.) Keep in mind that younger students may not know their Student ID number, but should be able to supply their name and another piece of information.

If there is concern that the Student ID card is stolen and someone else may be using it, staff can put a message on the account to use only if another piece of information is also verified.

When do these accounts expire?

Accounts are active for 13 months.

How are these accounts renewed?

The option to opt-in again will be given each year. If done so, the account will be extended for another year. If not, the account will be deleted from the system unless items or fines are on the account.

What if the student has a standard FPL card?

We will allow duplicates. FPS Student ID accounts will be considered supplemental to FPL standard cards, and they should not be merged. If an application is completed for a standard FPL account, it should be added to Koha as a separate account with the appropriate patron category type.

If unsure what account to use, default to the standard FPL account if it is in good standing.

What all do these accounts have access to?

These accounts have the same access that standard Fargo accounts do including public computers, digital collections, online resources, and ILL.

The one exception is the resource, ReferenceUSA, which requires a 23111- account number to login. If a student runs into this issue, encourage them to use a standard FPL card.

What is the login information for these accounts?

The username will be the Student ID number.

The password will default to last name in ALL CAPS. Students can change their password through our catalog.

What happens if a student does not remember their ID number?

Follow directions for [giving out library account numbers](#).

Who is owner of the account?

The adult who registered the student is the owner of the account. If a student is 16 or older and would like a card without their parent/guardian attached, they may apply for a standard FPL card.

How should I handle secondary guardians or granted access?

To add a second parent/guardian or granted access name, the adult who registered the student must show a photo ID to add another name to the account.

What should I do if a piece of information is wrong on the account?

Add a patron message to the account and verify with them the next time they visit what information is accurate.

How are these different from Student Digital Resource Cards?

Student Digital Resource are used in the classroom to make our digital resources available to students. Teachers set up these accounts for their classrooms, while FPS Student ID accounts are set up by the parent or guardian.