When a student is no longer enrolled and needs to be changed to a community patron

1. Toggle the account type to “Internal”
2. Change “User group” to “Community patron”
3. Assign a password (“changeme”) and check the box “Force password change on next login”
4. On the Identifiers tab add the RVC Library barcode as ID type “barcode”
5. On the General tab click on “compose” in the “send message” to send the patron an email about the change to his/her account