# libraryAware<sup>®</sup>

To reestablish your connection to Facebook through LibraryAware, your account Administrator will need to deauthorize your Facebook connection and then reauthorize it, following the steps outlined below.

Note: This is only for customers who previously connected their Facebook account(s) to LibraryAware. If you have not yet connected LibraryAware to your Facebook account, <u>follow these steps</u> instead.

- 1. In LibraryAware, deauthorize your Facebook connection
- 2. In LibraryAware, reauthorize Facebook

Each step is explained in more detail below:



## Deauthorize Your Facebook Connection

- Make sure you're accessing the secure version of LibraryAware: <u>https://www.libraryaware.com</u> (note the "s" after http)
- 2. Navigate to Admin > Social Accounts page
- In the Currently Authorized Pages area, click the checkboxes next to each Facebook page to select them
- 4. Click the Deauthorize Selected Pages button

Admin » Social Accounts	
Account Management	Social Account Management 😣
Basic Settings	Add or remove Twitter and Facebook accounts.
Content Availability	
Organization Access	Facebook Settings
Social Accounts	
Opt-In Page Configuration	Authorize - Authorize LibraryAware to post to your Facebook pages.
Advanced Configuration	
E-Resources	Currently Authorized Facebook Pages
Image Management	Test page 🗹
System Activity	Testing of posts 🗹
Asset Management	LibDemo 🗹
Widget Settings	Deauthorize Selected Pages



#### **Reauthorize** your Facebook page from within LibraryAware

This authorization will allow you to post content to your Facebook page

- 1. Make sure you're accessing the secure version of LibraryAware (note the "s" after http): <u>https://www.libraryaware.com</u>
- 2. Navigate to Admin > Social Accounts page
- 3. Click the Authorize button
- 4. Log into Facebook in the window that pops up
- 5. Click on the 'Edit Settings' button



6. Select the pages you want to authorize and click 'next'



 Make sure all settings under What is LibraryAware allowed to do? are blue and checked 'yes.' Click 'done.'



- 8. The new window should close. If it redirects to the LibraryAware login page, go ahead and sign back into LibraryAware.
- 9. In your main window, refresh the Admin > Social Accounts page, and you should now see the page(s) you authorized
- 10. You can now successfully post items to Facebook

#### Still having issues? We hope not, but just in case, here's one more step to try:

### Disconnect LibraryAware from Facebook Business Integrations

Note: this step isn't required for all users – but is a good troubleshooting step for users who end up stuck

- 1. Log into Facebook and navigate to the **Business integrations page**
- 2. In the active tab, click on the checkbox next to LibraryAware to select it
- 3. Click the 'Remove' button. Access to the Integrations can be added back through LibraryAware.



4. On the following screen, you may deselect the box at the bottom (Send notification to LibraryAware...)



5. Log out of Facebook

We expect that these steps will have taken care of your issues, but if not, use our Live Chat function in LibraryAware, or email us at <u>libraryaware@ebsco.com</u>. Thank you!