Sign in to Record Manager

Learn how to sign in to WorldShare Record Manager and find your WorldShare URL.

**Sign in to the WorldShare interface**

1. In your browser, enter the WorldShare URL for your library. Your library's WorldShare URL will have the following format: https://yourlibrary.share.worldcat.org/wms. Replace yourlibrary with your library's identifier.
2. On the Sign in screen, enter your **User Name** and **Password**.
3. Click **SIGN IN**.

You can access Record Manager from the Metadata module in your WorldShare interface.

![WorldShare Interface](image)

**Find a forgotten WorldShare URL**

1. Go to the [WorldShare Management Services Sign In](https://help.oclc.org/Metadata_Services/WorldShare_Record_Manager/Get_started/Sign_in_to_Record_Manager) page.
2. Search for your institution with your **OCLC symbol**, **institution name**, or **zip code**. Select your institution from the list and click Continue.
3. Enter your **User Name** and **Password**.
4. Click **Sign In**.
5. Bookmark or write down your WorldShare URL.
   - Use the format: https://yourlibrary.share.worldcat.org/wms
   - You will need to edit your bookmark to match the correct format