Open the patron’s account, and click on More, and then Associations.

Click on New Association, and on the next screen, scan the barcode of the patron to be associated. If you don’t have the patron’s barcode, you can look him or her up by using the Find Tool.
You’ll notice a box on the left side, at the bottom of the screen, that will allow you to block or not block associated patrons. When finished, click on the Add button.