



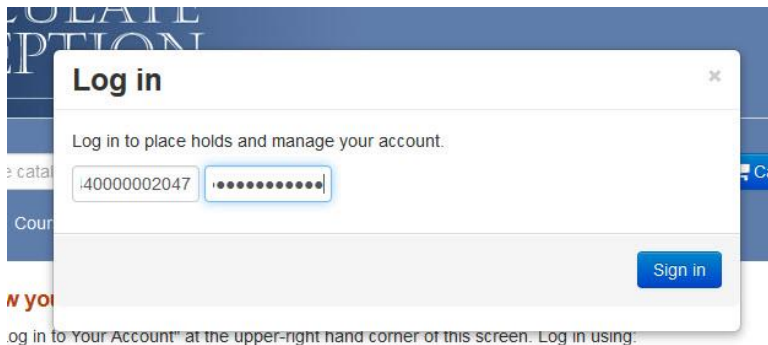
HOW TO LOG IN TO YOUR ACCOUNT AND RENEW LIBRARY ITEMS

TO RENEW, FIRST LOG IN



Click on “LOGIN” in the upper-right hand of catalog home screen.

You will get a screen like this:



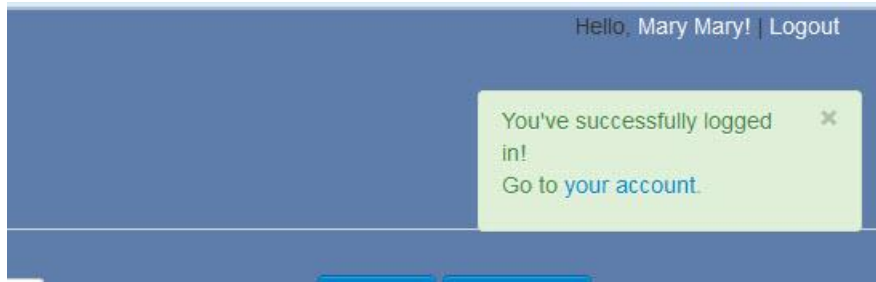
Use your library card **barcode** number in the first box - type it without spaces.

Then use your **last name** in the second box, as your “password.” Use an initial capital, just as you would normally. Example: Hayes not hayes.

[Note: This is the ordinary, default method. If we helped you customize your login at some point, you may have to type in different information.]

Click on **Sign in**.

Then, you either click on “**your account**” or directly on **your NAME** to see your account.



You should then see your account information. To renew items, CLICK on “**my checkouts**” to pull up a list like this:

Checkouts (3 total, 0 overdue) Self Checkout				
Title	Checked out	Due	Renew	Fines
Of gods and men	03/24/2015	03/31/2015	<input type="button" value="Renew"/>	
Totus tuus	03/24/2015	04/07/2015	<input type="button" value="Renew"/>	
Spiritual writings /	03/24/2015	04/23/2015	<input type="button" value="Renew"/>	

Click “Renew” and you are done.

[Note: While you are logged in you can also makes lists and create tags.]