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:

![Login Screen](image)

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:

<table>
<thead>
<tr>
<th>Title</th>
<th>Checked out</th>
<th>Due</th>
<th>Renew</th>
<th>Fines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Of gods and men</td>
<td>03/24/2015</td>
<td>03/31/2015</td>
<td>Renew</td>
<td></td>
</tr>
<tr>
<td>Totus tuus</td>
<td>03/24/2015</td>
<td>04/07/2015</td>
<td>Renew</td>
<td></td>
</tr>
<tr>
<td>Spiritual writings /</td>
<td>03/24/2015</td>
<td>04/23/2015</td>
<td>Renew</td>
<td></td>
</tr>
</tbody>
</table>

Click “Renew” and you are done.

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