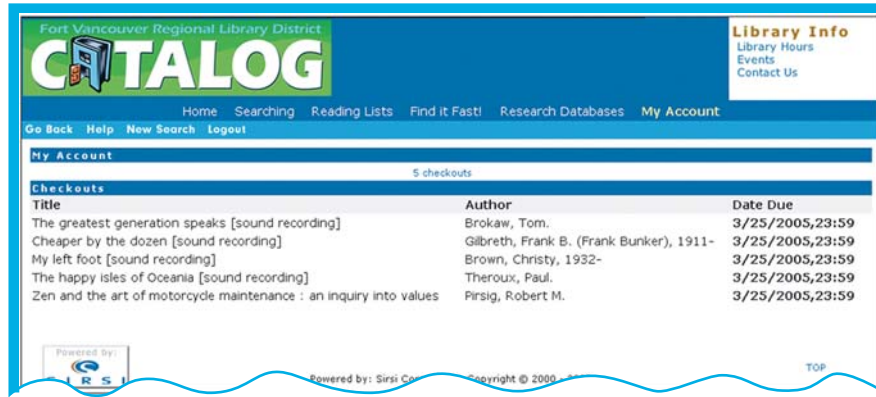


My Account

Features:

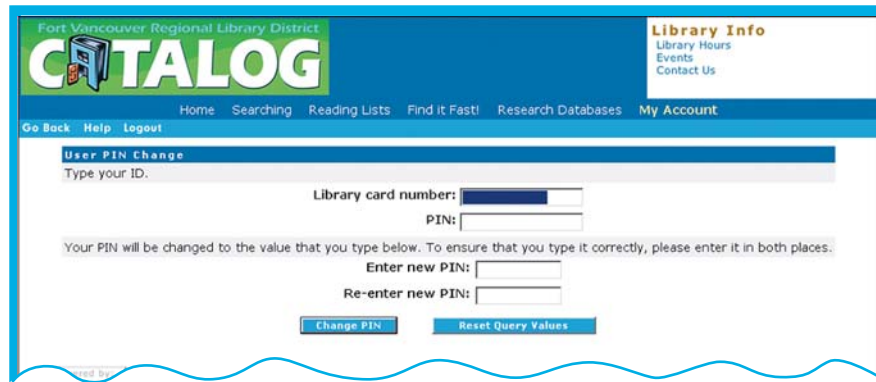
Sample screen:
“Review My Account”



Sample screen:
“Renew My Materials”



Sample screen:
“Change my PIN”



IMPORTANT:
Remember to protect your privacy by logging out when done.

Catalog Guide #2

My Account



The Catalog lets you manage your library account to:

- find out when your library materials are due
- renew your materials
- view the items you have on hold
- change your PIN
- access your Interlibrary Loan requests

To learn more, see:

Guide #1: Basic Features

Guide #3: Placing Holds

If you have any questions about the Catalog, please ask a staff member for assistance.

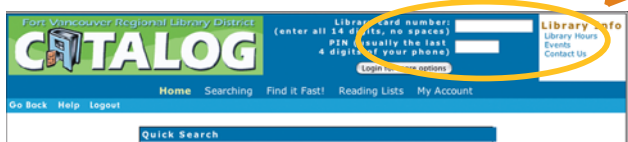
www.fvrl.org

IMPORTANT:

Remember to protect your privacy by logging out when done.

1 Two ways to **log in** to My Account:

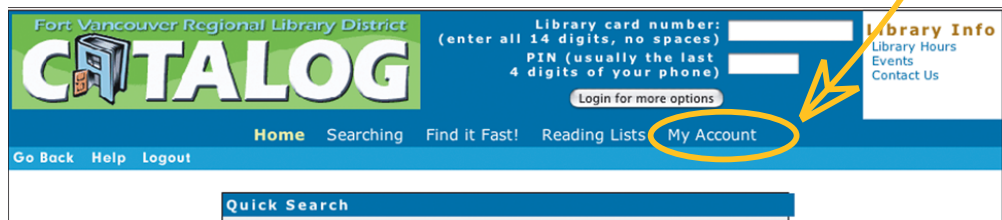
- In the box labeled “**Library Card Number**” on the upper right hand part of the Catalog page, enter the 14-digits of the barcode, located on the back of your library card, then enter your “**PIN**” number in the box labeled “**PIN**.” [Your PIN is the last four digits of your home phone number, unless you have established a different PIN number.]



- OR**
- Click on “**My Account**” on the Catalog page, choose an action and enter your **Library Card Number** and **PIN** when prompted.

Important:

Always remember to log out after you are finished using the catalog to protect your own privacy.



- 3** Once you have logged in, click on the “**My Account**” button on the menu bar to access:

My Account Features:

- “**Review My Account**” - see items you've checked out and items you've put on hold, find your position in the holds list for each title, and cancel holds for items you no longer want. If you want to inactivate or suspend your holds, please contact a staff member.
- “**Renew My Materials**” - renew materials currently checked out to you. [Note: not all materials can be renewed]
- “**Change my PIN**”- change to an easy-to-remember PIN.
- “**ILLiad Interlibrary Loan Requests**” - request materials if the library does not own them.

(screen examples shown on reverse)