

# New Catalog

*Please ask staff at the Service Center or Tech Desk if you have any questions!*

- Seamlessly use the catalog on your phone, tablet, or computer
- Create an easy to remember username to login
- Select your notice preference: email, text, or automated calls
- Automatic renewals: 3 days before your items are due, the system will automatically try to renew your materials. If you have an email listed in your account and the setting checked in your preferences, you'll be notified of the new due date or sent a reminder if the items cannot be renewed
- Save your checkout history and create lists
- Choose your hold pickup location

## LOGGING INTO MY ACCOUNT

- Log into the new catalog with your library card number and existing password, entered in all caps (for example, if your password is currently mypin1, it will become MYPIN1)
- Once logged in, you may change your password (minimum of four characters, no special characters or spaces)
- Also, once you've logged in initially with your card number, you may create a username to use on subsequent My Account logins

## SETTING PREFERENCES

To begin, Expand the Contact Information and Preferences heading:

- Update your email and phone number(s) if necessary
- Set your library notice preference to email, text, or phone call (for holds, due date reminders, overdue items). If you choose text, you will also need to supply your phone carrier
- You may choose to receive e-receipts
- You may choose to maintain your reading history
- Materials will auto-renew three days prior to their due date-- if you wish to be notified of the failure or success of automatic renewals, mark the Almost overdue/auto-renew reminder notices box. You must supply your email to receive these notices
- Click the Submit Change Request button to save your preferences

## NAVIGATING MY ACCOUNT

- On the right side of the screen you can click to see your items out, holds, and fines. You may renew items from your Items Out list
- If you opted to save your checkout history, a link to your history list will appear in this right side menu
- If you create any lists, these will be accessible from the right side menu