

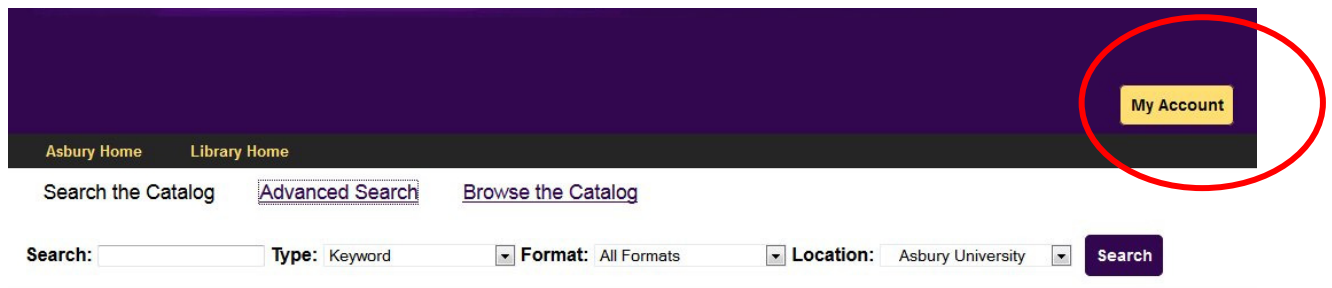
# How To Use

## LIBRARY ACCOUNT LOGIN

Start at: <http://www.asbury.edu/library> Click on “Find Books,” and then click on “Search for our Books.” The screen below will be what you should see next. Follow the directions below.

### Instructions for logging into your account

Renew materials, place holds, and manage your account from anywhere!



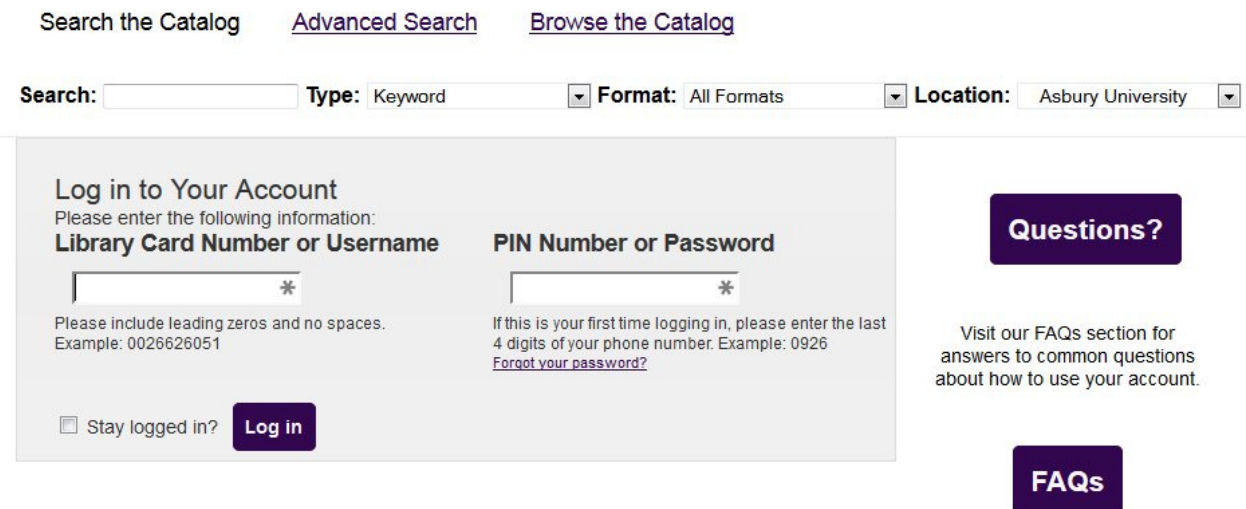
Asbury Home Library Home

Search the Catalog [Advanced Search](#) [Browse the Catalog](#)

Search:  Type:  Keyword Format:  All Formats Location:  Asbury University

**My Account**

When you click on the My Account button, you should see the following:



Search the Catalog [Advanced Search](#) [Browse the Catalog](#)

Search:  Type:  Keyword Format:  All Formats Location:  Asbury University

**Log in to Your Account**  
Please enter the following information:

**Library Card Number or Username**  \*

Please include leading zeros and no spaces.  
Example: 0026626051

**PIN Number or Password**  \*

If this is your first time logging in, please enter the last 4 digits of your phone number. Example: 0926  
[Forgot your password?](#)

☐ Stay logged in?

**Questions?**

Visit our FAQs section for answers to common questions about how to use your account.

**FAQs**

Login using your barcode number from your student ID. This is a 10 digit number starting with a 2. You will need the full 10 digit number. Type this on the left. Your pin number can be set by you. Click on the “Forgot your password?” link to set this. The system will send you an email to the email address listed in the system. In that email message will be a password reset link.

If you know your current PIN or password, type it in the second box. Then you will see your account page like this:

your name here [My Account](#) [Logout](#)

0 Checked Out 1 On Hold 0 Ready for Pickup \$0.00 Fines

[Asbury Home](#) [Library Home](#)

[Search the Catalog](#) [Advanced Search](#) [Browse the Catalog](#)

Search:  Type:  Format:

Location:  [Search](#)

[Account Summary](#) [Items Checked Out](#) [Holds](#) [Account Preferences](#) [My Lists](#)

### Account Summary

ITEMS CURRENTLY CHECKED OUT (0) [View All](#)

ITEMS CURRENTLY ON HOLD (1) [View All](#)

ITEMS READY FOR PICKUP (0) [View All](#)

[Fines](#) [Payments](#)

You have no current fines.

Once you have logged in, you will see your name and other account information on every screen in the upper right corner as you search or use the catalog.

your name here [My Account](#) [Logout](#)

0 Checked Out 1 On Hold 0 Ready for Pickup \$0.00 Fines

[Advanced Search](#) [Browse the Catalog](#)

Type:  Format:

[Search](#)

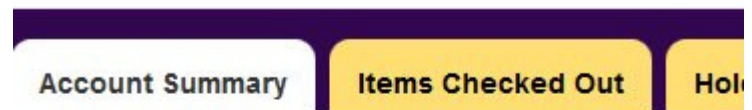
In your account you will see the following options:



## Account Summary

The Account Summary page includes information about how many items you have checked out, if you have any items on hold, and a list of your fines and payments made. You can select any of these from the Summary page to view more information.

If you have made any holds, you can also update or change actions related to the hold.



## Account Summary

ITEMS CURRENTLY CHECKED OUT (1) [View All](#)

ITEMS CURRENTLY ON HOLD (1) [View All](#)

ITEMS READY FOR PICKUP (0) [View All](#)

Fines

Payments

You have no current fines.

The other tabs at the top will also let you see more information about the items you have checked out. You can renew your items from the “Items Checked Out” tab.

A screenshot of the Asbury University Library account page. At the top, there's a dark purple header with 'My Account' and 'Logout' buttons. Below this, a status bar shows '2 Checked Out', '0 On Hold', '0 Ready for Pickup', and '\$1.00 Fines'. The main navigation bar has tabs for 'Account Summary', 'Items Checked Out', 'Holds', 'Account Preferences', and 'My Lists'. The 'Items Checked Out' tab is active. Below the tabs, there's a search bar with 'Search the Catalog', 'Advanced Search', and 'Browse the Catalog' links. The search bar includes fields for 'Search:', 'Type: Keyword', 'Format: All Formats', and 'Location: Asbury University', with a 'Search' button. Below the search bar, there's a sub-navigation bar with 'Current Items Checked Out' and 'Check Out History' tabs. The 'Current Items Checked Out' tab is active. Below this, there's a 'Renew Selected Titles' button and a 'Go' button. A table lists the current items checked out:

	TITLE / AUTHOR	RENEWALS LEFT	DUE DATE	BARCODE	CALL NUMBER
<input type="checkbox"/>	THE INVISIBLE BOY / LUDWIG, TRUDY	2	07/29/2015	1070202427	E L825I
<input type="checkbox"/>	MERE CHRISTIANITY / LEWIS, C. S. (CLIVE STAPLES), 1898-1963	2	07/29/2015	1000814802	230 L58M

The Account Preferences tab includes options to change your password and to set your searching or notification preferences. On the Personal Information tab within the Account Preferences, you can see the basic settings for your account. **Please be sure that your email address is the Asbury University email address.**

Here is where you can also change or update your pin / password for your account.

Account SummaryItems Checked OutHoldsAccount PreferencesMy Lists

Personal InformationNotification PreferencesSearch and History PreferencesMy Lists Preferences

Account Information and Preferences

NAME	Jennif	
DAY PHONE		
EVENING PHONE		
OTHER PHONE		
USERNAME		
PASSWORD	(not shown)	<a href="#">Change</a>
EMAIL ADDRESS		
ACTIVE BARCODE		
HOME LIBRARY	Kinlaw Library	
ACCOUNT CREATION DATE	12/06/2014	

Addresses

Pe

Address Type	MAILING
Street	
Street	
City	Wilmore
County	
State	KY
Country	USA
Zip	40390

To renew any items that will be due or are past due, click the check box next to the titles to renew. Then click the GO button next to “Renew Selected Titles”.

## Current Items Checked Out

Renew Selected Titles  ?

<input type="checkbox"/>	TITLE / AUTHOR
<input checked="" type="checkbox"/>	<a href="#"><u>THE MAGICIAN'S NEPHEW / LEWIS, C. S. (CLIVE STAPLES), 1898-1963.</u></a>
<input checked="" type="checkbox"/>	<a href="#"><u>PRINCE CASPIAN : THE RETURN TO NARNIA / LEWIS, C. S. (CLIVE STAPLES), 1898-1963.</u></a>
<input checked="" type="checkbox"/>	<a href="#"><u>MERE CHRISTIANITY / LEWIS, C. S. (CLIVE STAPLES), 1898-1963.</u></a>
<input type="checkbox"/>	<a href="#"><u>THE TIMELESS WRITINGS OF C.S. LEWIS. / LEWIS, C. S. (CLIVE STAPLES), 1898-1963.</u></a>
<input type="checkbox"/>	<a href="#"><u>C.S. LEWIS LETTERS TO CHILDREN / LEWIS, C. S. (CLIVE STAPLES), 1898-1963.</u></a>

A dialog box will ask if you are sure, and then your items will be renewed, with the new due date showing in the list.



Be sure to note the new dates! You are responsible for returning the materials on time.

DUE DATE
08/14/2015
08/14/2015
08/14/2015

Another option available is the “Add to My List” check boxes. This allows you to create a bibliography of titles that you may print out or save for later. When you are searching, an option will appear beside each title in the result list. Just click the text, “Add to My List”. Once you have done that, your titles will show up in the listing in your account.



Within your account, when you click on the words, My Lists tab, you will see the titles and lists that you have saved. This shows you what this list might look like.

Account Summary
Items Checked Out
Holds
Account Preferences
My Lists

### Create New List

Enter the name of the new list: 
Share this list? No

List description (optional):

### My Existing Lists

Sort list items by: Title: A to Z

### Temporary List

<input type="checkbox"/> TITLE	AUTHOR(S)	LOCAL CALL NUMBER	-- Actions for these items -- <input type="button" value="Go"/>
<input type="checkbox"/> <a href="#">Encyclopedia of religious and spiritual development</a>		REF 200.8303 D68e (Kinlaw Library)	
<input type="checkbox"/> <a href="#">C.S. Lewis then and now</a>	<a href="#">Kort, Wesley A.</a>	LEWIS 828 L575 Yko (Kinlaw Library)	

**Finally, be sure that you Logout when you are finished!**

Created: 2/10  
Revised: 7/15  
JW

Kinlaw Library, Asbury University, Wilmore, KY 40390