



CHECKING YOUR LIBRARY ACCOUNT

- From any web browser, type www.alisweb.org.
- Click on *My Library Account* from the main search screen.
- At the login screen, type name, 14-digit library barcode (no spaces), and PIN (personal identification number).

To set up a PIN for the first time:

- Enter name and barcode at the login screen; leave PIN field blank; click *Submit* button.
- At the next screen, choose a PIN, enter it twice, and click *Submit*.
- The system will set the PIN and log into the account.

When you are logged into a personal account using a Library card barcode and PIN, you can view checked out materials, renew materials (if renewable), cancel outstanding requests, change personal information (such as a phone number or PIN), and even keep track of your reading by opting in to the *My Reading History* feature.

To log out of an account and clear Search History, click *Home*.

To return to the opening screen without logging out of an account, click *New Search*.

Remember to log out after accessing an account, whether at home, another remote location, or the Library.

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