Using Ohrstrom Library’s Catalog’s “My Account” Feature

1. Go to the library’s website at [http://library.sps.edu/](http://library.sps.edu/) and click on “Library Catalog” in the top menu.

2. When you are on the Catalog page, log on by entering your User ID and PIN in the upper right corner of the screen and click “Account Login”, or you can select “My Account” and log in from there.

3. Select “My Account”.
4. From the “My Account” page you can:
   a. Review your account. This will list what you have out and when it is due.
   b. Change your user PIN. You cannot change your User ID number however.
   c. Renew library materials as long as they have not been requested by others. No more scary emails!

5. Logging on to the catalog can also allow you to request or place holds on items that are checked out by others. For example, if you wanted to read *A clash of kings* by George R.R. Martin, but discovered that someone else had it checked out, you could request to be notified when it is returned by selecting “Place Hold”.

6. Then, fill in the information and click “Place Hold”. 
7. The next screen will confirm that the hold has been placed.

8. Please visit the library and inquire at the front desk if you have any questions about this.

9. When using a public workstation, please remember to close your browser.