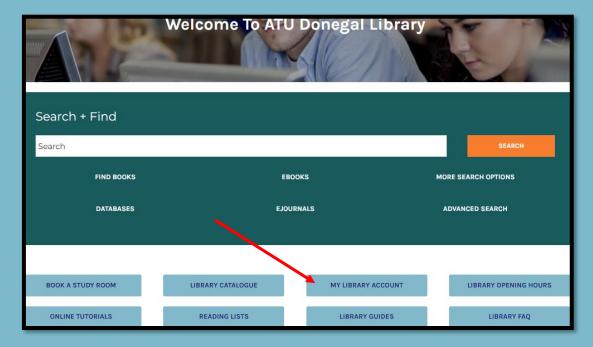
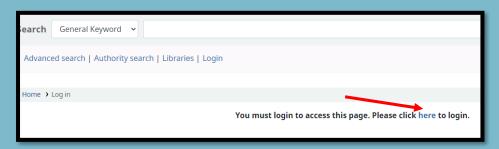
## **ATU Library How To: Check your Library Account**

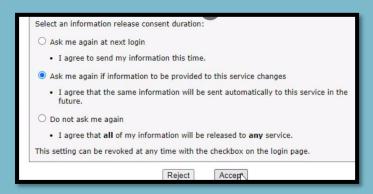
Log into your Library Account by clicking on the blue 'My Library Account' on the library homepage



It will ask you to log in – use your student ID number L......



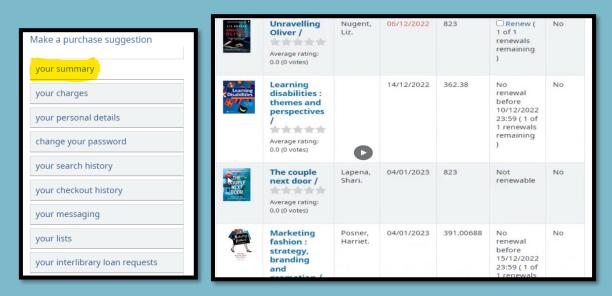
The first time you log in, you will see this message, you can select 'Do not ask me again' if you wish



This will bring you to the Library OPAC. You will see that you are logged in as your name will appear on the right hand side – 'Welcome \*'. Click on 'Your Account'



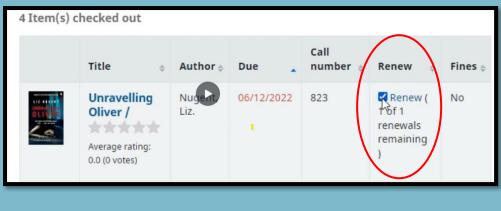
A list of options appears on the left hand side of the page. 'My summary' will show everything that is on your account at the moment.



The 'Due' column tells you when your items are due back. Overdue items appear in red. The 'Renew' column tells you whether the item can be renewed at this time.



If an item can be renewed, tick the box beside the date 'Renew' and scroll to the bottom of the page to select 'Renew Selected'







Your 'Checkout History' is very useful to show all the items you have borrowed. If you borrowed a book previously, and want it again but cannot remember the name, simply go to 'Checkout History' and scroll though your borrowing history.

