

## REQUESTING ON LINE: MY ACCOUNT

*You can easily request items on-line and manage your account (renewing books, changing your address, etc.)*

### **Getting Started**

1. Open up our homepage: [www.aclabookmobile.org](http://www.aclabookmobile.org).
2. Click on The Catalog
3. Click on My Account (it is a tab on the upper right edge)
4. Key in your name
5. Key in your barcode
6. Click submit or hit enter.

You are in and ready to search. Take a moment to browse through your account. Notice that everything checked out to you is listed. Everything you have requested is listed too.

### **Searching**

1. Click on Search the Catalog.
2. Select title, author, keyword or subject search from the drop down list.
3. Type in the box and hit search.
4. Once you find something that you want to request, click on Request this Item. This is a purple box in the upper center of the screen.

5. You will be prompted to select a pick-up location (all bookmobile stops are at the end of the list) and a cancel date. When completed, click on Submit.

*At this point you can log out of your account or continue searching for other books, tapes or movies. If you are requesting several items, you might want to consider using the Book Cart feature.*

### **Book Cart Feature**

1. Do a search.
2. Once you find something that you want to request, click on Add to Book Cart. This can be found to the left of the item (the icon has a purple shopping cart and the words Add to Book Cart).
3. Occasionally, the Book Cart icon isn't on the screen you have open. In that case, there is an Add to Book Cart button at the center top of the page right next to the purple Request This Item button.
4. When you are done, click on the purple View Book Cart button on the top right of the screen.
5. At the next screen, click on Request Items in Book Cart.

6. You will be prompted to select a pick-up location (all bookmobile stops are at the end of the list) and a cancel date.

7. Scroll down and view your Book Cart. You can select which items in your Book Cart you really want or request them all. If you are requesting them all, just click the Request All button. If you are requesting some of them, click on the little box in front of each item and then click the Request Selected button.

8. Be sure to scroll down again to make sure all the items you wanted to request were requested. Sometimes it takes more than one try.

8. When you are done, just log out of your account.

*Remember you can always place a request on the bookmobile or by calling us at 412-321-1853.*

*However, once you order on-line, it is addictive. You will be ordering all the time!*