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!

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

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 is a random number. If you do not know it yet, contact the Circulation Desk for them to reset your password and to let you know what the new one is.

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

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.

You have no current fines.
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.
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”.

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.
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.

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