

1. RENEW or REQUEST ITEMS USING YOUR PERSONAL ACCOUNT

www.alisweb.org or www.whplibrary.org

Please consult a librarian for assistance if needed.



The first time you go into MY ACCOUNT, you will create your own personal identification number (PIN). You will be asked to enter the PIN a second time to help you remember it.

Whenever you check your account, or **RENEW or REQUEST** items, you will be asked to enter your name, the barcode on the back of your library card, and your PIN.

If you forget your pin, you may call the reference desk to have it reset.



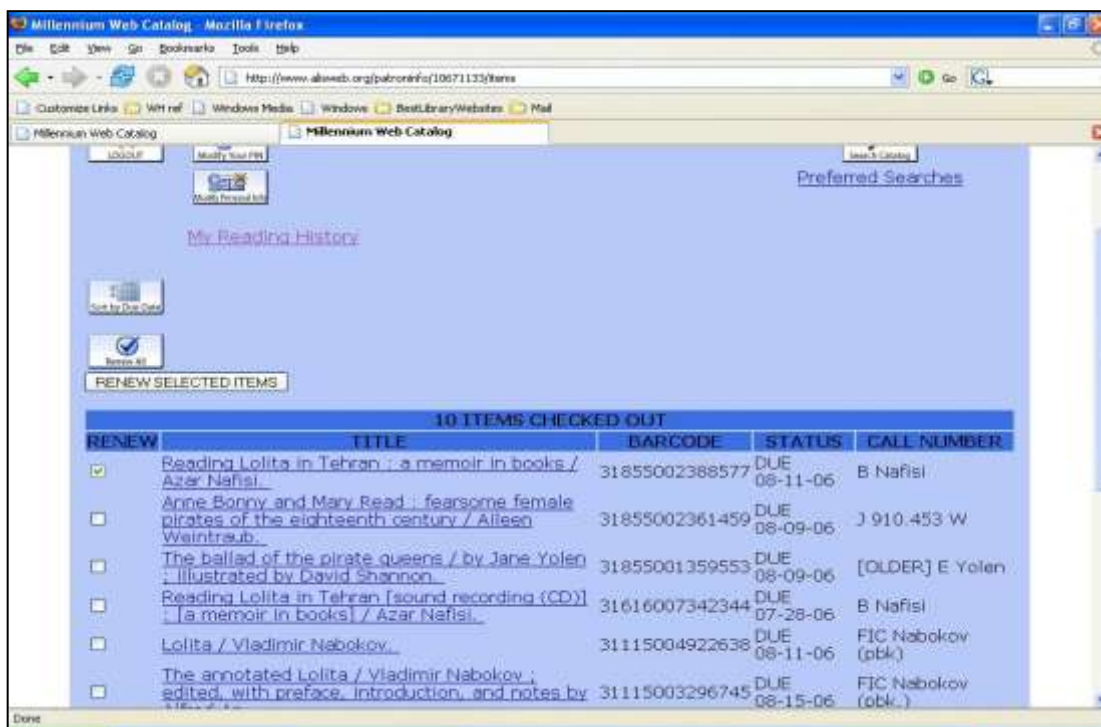
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After creating your account you will be able to:

- VIEW the items you have checked out on your library card.
- **RENEW** eligible items (Overdue items will NOT be renewed).
- **REQUEST** eligible items (Be advised that libraries may choose NOT to fulfill some non-resident requests and have the right to cancel requests at their discretion).
- Choose whether to save your READING HISTORY.
- CHANGE your personal identification number (PIN).
- MODIFY your personal information (phone number and email address).



If you wish to use the option, *My Reading History*, please read the disclaimer at the bottom of the *My Record* page and follow the system prompts.

REMEMBER: The REQUEST system does not guarantee delivery of your requested items, even if an item is listed as "Check Shelves" (available).

And always log out of your personal account, especially if you are using the online catalog in the library!