# *MY ACCOUNT* IN THE ONLINE CATALOG

FEATURES

1. View due dates of your checked out library items
2. View library fines or suspensions attached to your library account
3. Renew your library items
4. Save your research searches and results
5. Check the status of your interlibrary loan requests

FIRST TIME USERS

1. From the Library home page, click on the **My Account** link located under the Online Catalog search box [http://endeavor.flo.org/vwebv/login].
2. Enter the following information and click login
   - Your 13 digit library barcode
   - Your last name
3. Once logged into your account, click on the "My Account Tab" located at the top of the screen
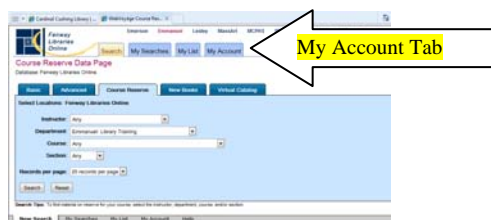
RENEWING BOOKS

1. After clicking on the My Account tab, scroll down to **Charged Items**
2. Click on the titles you wish to renew or use the drop down menu to renew all items.
3. Click **Renew Items**.
4. The **Renewal Status** for the book will list the updated due date(s).
5. If the system does not permit you to renew your items, email the Distribution Librarian: woodall@emmanuel.edu Please note you cannot renew overdue items and Interlibrary Loans through My Account.

SAVING SEARCHES

1. When searching the Online Catalog, click on the yellow **Save Search** button, located near the top of the results list.
2. When you want to run the exact search again, click on the **My Searches Tab,** located at the top of the page, then click the re-run option. If you are not already logged into *My Account*, you will be prompted to login.

SAVING SEARCH RESULTS USING *MY LIST*

1. Click on the check box next to any title you wish to save on *My List.*
2. When you want to view the title, click the **My List Tab**, located at the top of the page.
3. If you are not already logged into *My Account*, you will be prompted to login.

INTERLIBRARY LOAN STATUS CHECK

1. After submitting your interlibrary loan request at: http://bit.ly/PFwgn7, click on the My Account Tab and scroll down to view the status of your submitted interlibrary loan request. Please note, the status may take up to 48 business hours to appear after you have submitted a request.
2. The status will be updated during the progress of the request.

PLEASE ASK A LIBRARIAN IF YOU REQUIRE FURTHER ASSISTANCE.