

The My Account page

After you have logged into your account in the online catalog, you see a page that looks like this:

Ada Lovelace My Account Logout

0 Checked Out 0 On Hold 0 Ready for Pickup \$0.00 Fines

Advanced Search See New Titles at your library Kids Catalog

All Formats for Keyword in Amherst Search

Account Summary Items Checked Out Holds Account Preferences My Lists

Account Summary

Items Currently Checked out (0) [View All](#)
Items Currently on Hold (0) [View All](#)
Items ready for pickup (0) [View All](#)

Fines Payments

You have no current fines.

Digital Catalog MA Virtual Catalog Digital Treasures C/W MARS Libraries C/W MARS Home See New Titles at your library Report a problem

Across the top, you will see your name, a **My Account** button, and a **Logout** button.

The **My Account** button will always bring you back to this page.

The **Logout button** will log you out and end your session.

In the row beneath these, you see quick summary numbers for items checked out, on hold, and ready for pickup. At the end, you see a total of fines and fees you owe. (In the picture above, these summary numbers are all zero.)

Each of these quick summary numbers is clickable. If you click them, you will be taken to the appropriate screen. For instance, if you click on items checked out, the screen will open to show you your currently checked out items.

Below these, you see the **search bar**. You can search for things directly from this page just as if you were on the home page of the catalog.

In about the middle of the picture, you see the tabs that can be opened.

The **Account Summary** tab is the default tab and there you can also see quick summary numbers for items out, currently on hold, and ready for pickup. Clicking on **View All** for any of them will open the appropriate view for you.

The **Items Checked Out** tab will display information about all the items you currently have checked out.

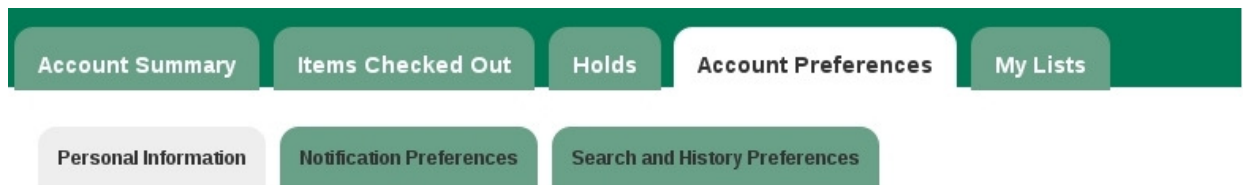
The **Holds** tab will display all the items you currently have on hold.

The **Account Preferences** tab will display the information in your account and give you options for changing information.

The **My Lists** tab holds all the lists that you have created and allows you to work with the lists.

Account Preferences - Personal Information

If you click on the **Account Preferences** tab, you will be shown tabs for three more screens underneath this. The default screen is the **Personal Information** screen.



Account Information and Preferences

NAME	YOUR NAME	
DAY PHONE	YOUR TELEPHONE NUMBER	
EVENING PHONE		
OTHER PHONE		
USERNAME	YOUR USER NAME	Change
PASSWORD	(not shown)	Change
EMAIL ADDRESS	YOUR EMAIL ADDRESS	Change
ACTIVE BARCODE	YOUR LIBRARY CARD NUMBER	
HOME LIBRARY	YOUR HOME LIBRARY	
ACCOUNT CREATION DATE	THE DATE YOUR ACCOUNT WAS CREATED	

The information on these screens is all drawn from your record in the system. You can only change three things in this tab: your user name, your password, and your email address.

To change your user name:

Click on the word "Change" in the User Name line.

You will be asked for your current password and the new user name you want to use.

Click the Submit button to finish. You will be taken back to the Personal Information tab. The user name change takes effect immediately.

To change your password:

Click on the word "Change" in the Password line.

You will be asked to enter your current password and to enter your new password twice.

Click the Submit button to finish. You will be taken back to the Personal Information tab. The password change takes effect immediately.

To change your email address:

Click on the word "Change" in the Email Address line.

You will be shown your current email address. Enter your current password and your new email address.

Click the Submit button to finish. You will be taken back to the Personal Information tab. The email address change takes effect immediately.

Note: If you change your email address, hold notifications that you placed before you changed it will go to the old email address. The email address is not dynamically updated for holds.

Account Preferences - Notification Preferences

Click on the **Account Preferences** tab. The middle tab under the **Account Preferences** tab is **Notification Preferences**. Click on the **Notification Preferences** tab. Under this tab, you will set up how you would like to be contacted.

The screenshot shows a web interface with a green header bar containing five tabs: "Account Summary", "Items Checked Out", "Holds", "Account Preferences", and "My Lists". Below this, there are three sub-tabs: "Personal Information", "Notification Preferences", and "Search and History Preferences". The "Notification Preferences" sub-tab is active. The form contains the following fields:

- Notify by Email by default when a hold is ready for pickup?
- Notify by Phone by default when a hold is ready for pickup?
- Default Phone Number
- Notify by Text by default when a hold is ready for pickup?
- Default Mobile Carrier
- Default Mobile Number Hint: use the full 10 digits of your phone #, no spaces, no dashes

Below the form, the text "No notification preferences are configured" is displayed, followed by a green "Save" button.

You can be notified by email, by telephone and by text message. To select any or all of these options, check the checkbox next to the notification type. Your default phone number will either be the one already in your account or a new one that you enter here. If you choose to be notified by text message, be sure to select the correct mobile phone carrier from the dropdown list and enter your mobile number correctly.

Click **Save** to save your preferences.

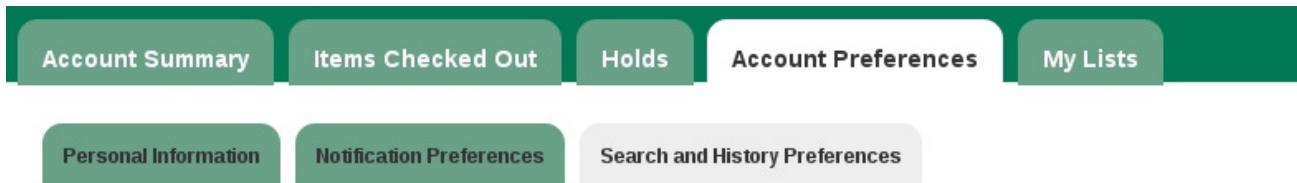
Note: You may see that some of the checkboxes are already checked. Notification by Email is set by default when you set up your library account at the library. If the box is not checked, you can check it. The email will go to the email address shown under the Personal Information tab. Be sure that the email address under Personal Information is correct.

Note: You may check "Notify by Phone" but, if your library does not have the policy of telephoning patrons to give notifications, you will **not** receive a telephone call.

Note: If you select to be notified by text message and you choose the wrong mobile carrier, you will not receive a text message. Be sure to enter all ten digits of your telephone number with no spaces and no dashes between the number groups.

Account Preferences - Search & History

Click on the **Account Preferences** tab. The right hand tab under the **Account Preferences** tab is **Search and History Preferences**. Click on the **Search and History Preferences** tab. Under this tab, you will set up your preference for where you search and what aspects of your library use history you want to keep.



Account Information and Preferences

Search hits per page	10 ▼ ?
Preferred search location	Amherst ▼
Preferred pickup location	Amherst Jones Library ▼
Keep history of checked out items?	<input type="checkbox"/>
Keep history of holds?	<input type="checkbox"/>
Skip warning when adding to temporary book list?	<input type="checkbox"/>

Save

Search hits per page means how many search results would you want to see on each web page. You can choose up to 50 from the dropdown.

Preferred search location is the library that you would like to search by default when you are logged in. To search other libraries or to search the whole consortium, you will have to select this from the dropdown when you do your search.

Preferred pickup location is the library that you would like your holds sent to.

If you would like to keep a history of the items that you have checked out, check the

checkbox on the line next to **Keep history of checked out items**. The history-keeping will only start after you have checked the box and saved your preferences. The system does not retroactively remember what you checked out.

If you would like to remember all the items you have placed holds on, check the checkbox next to the line **Keep history of holds**. The history-keeping will only start after you have checked the box and saved your preferences. The system does not retroactively remember the holds you placed.

The last check box is **Skip warning when adding to temporary book list**. The documentation on **My Lists** explains more about this and what a temporary list is. Unless you have a great deal of confidence in yourself that you will never accidentally forget to convert a temporary list into a saved list, the recommendation is to leave this option unchecked.

After you have made all your preference selections, click the **Save** button at the bottom of the screen to save them. If you forget to click the **Save** button, your preferences will not be remembered.