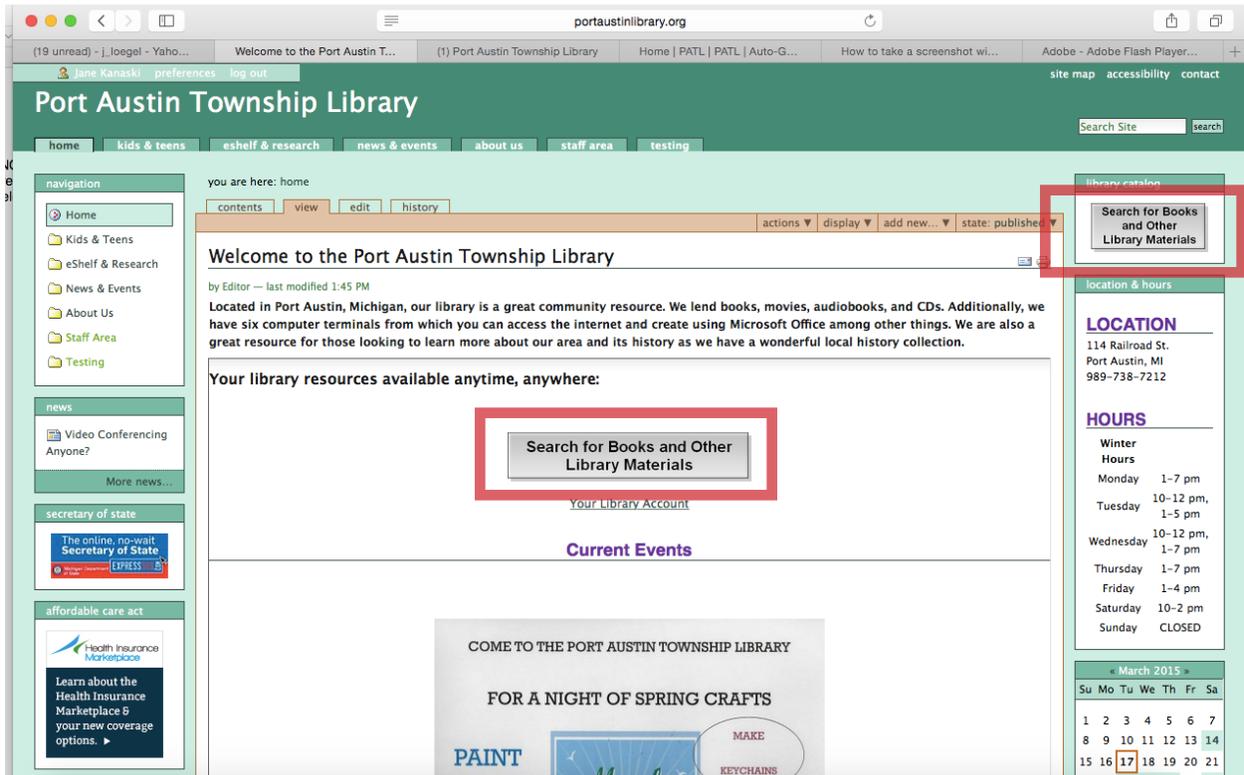


# How to Check Your Library Account Online

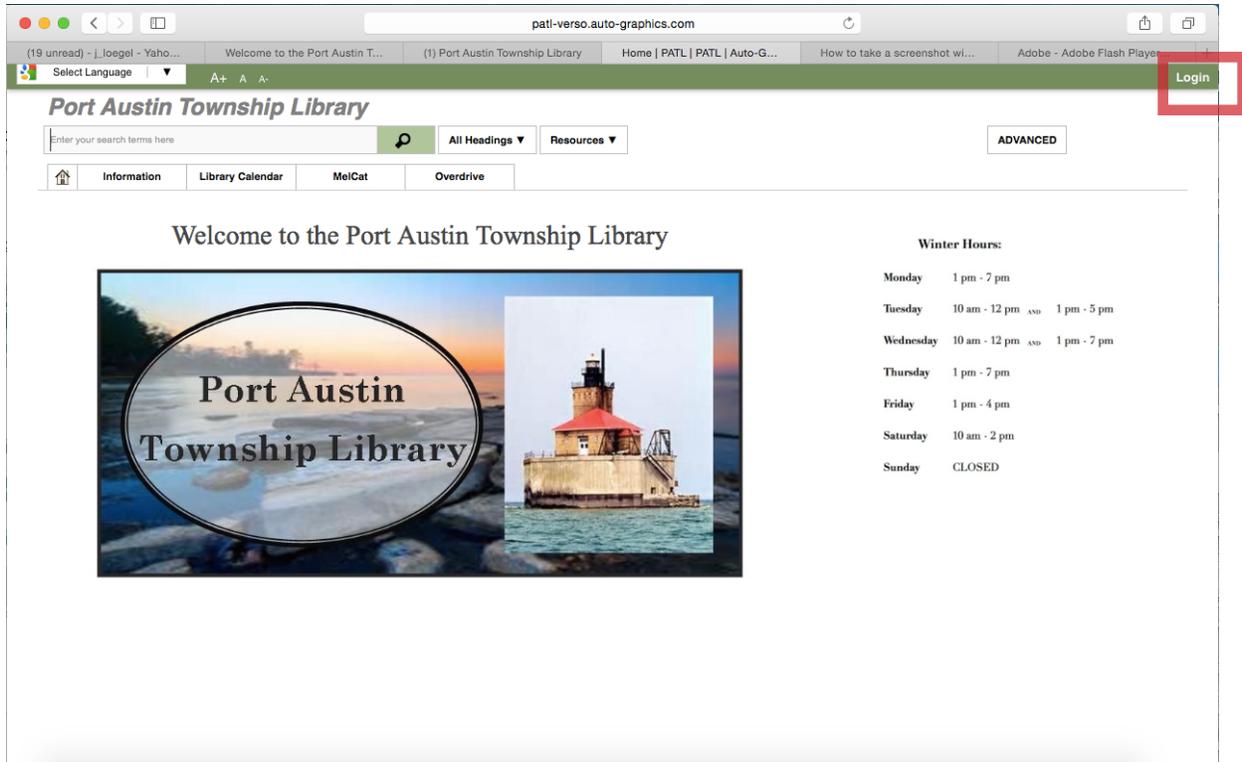
**\*NOTE\*** Before attempting to access your account online, you must create a password. To create a password, contact the library. If you know your password, please follow the directions below.

1. Go to our website at [www.portaustinline.org](http://www.portaustinline.org)
2. Click on an account access button — there are two that will take you to the same place (highlighted by red boxes)

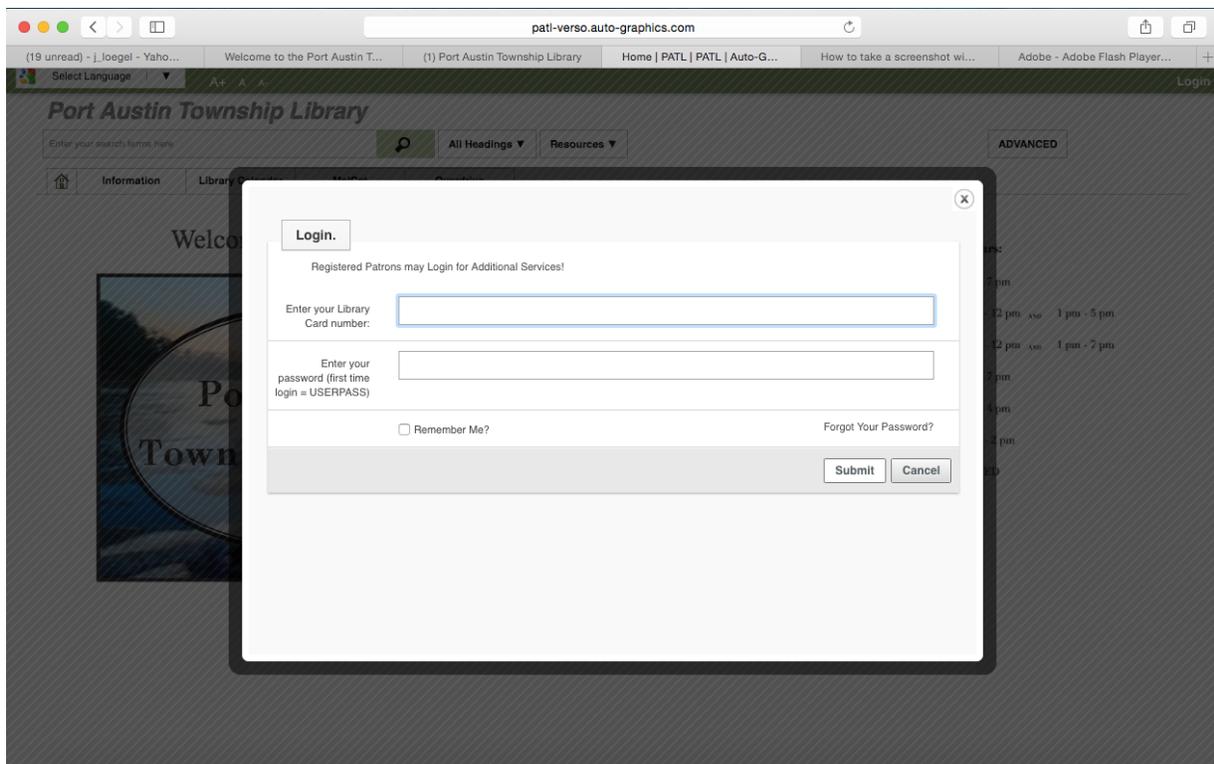


## How to Check Your Library Account Online

3. You will be redirected to our “Splash” page — see image below
4. Next you will need to click “Login” in the upper right hand corner of the screen. (highlighted by a red box)

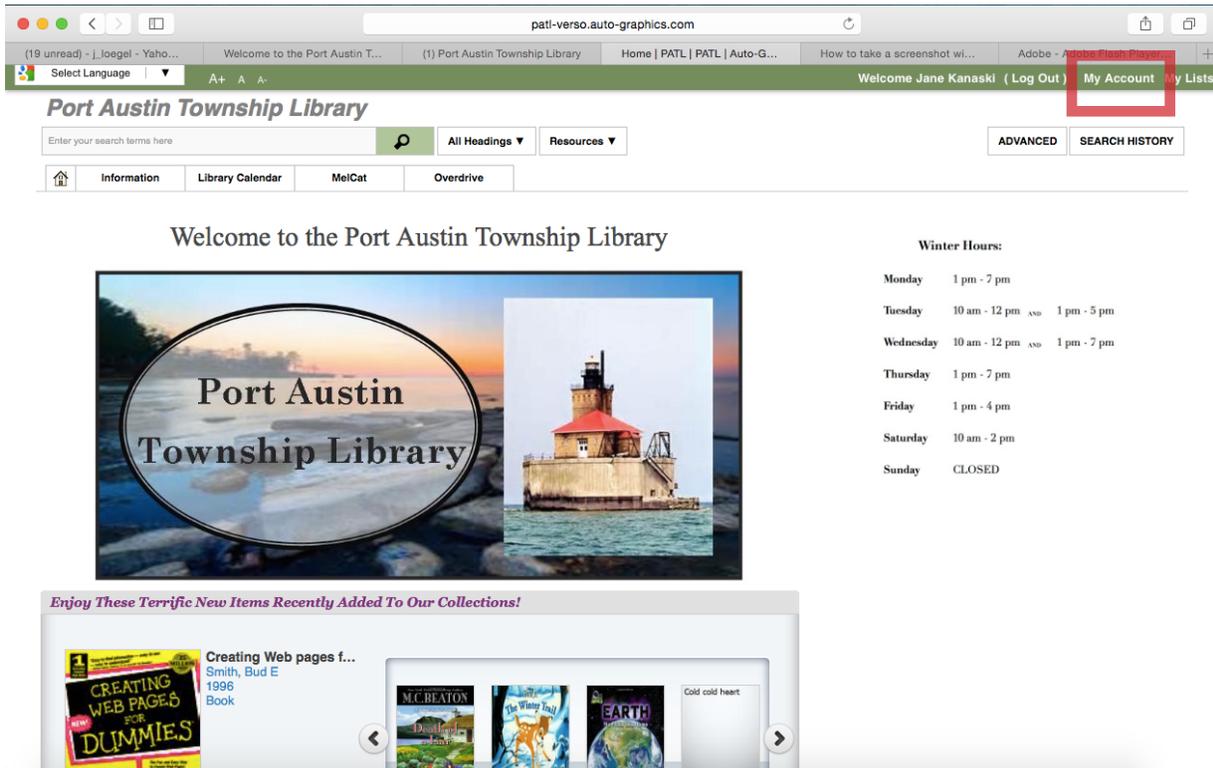


5. A box will pop up where you'll need to type in your Library Card Number (the numbers under the barcode on your card) and your password. Hit submit and you will be logged in.



## How to Check Your Library Account Online

6. Once logged in, click “My Account” in the upper right hand corner. (highlighted by red box)

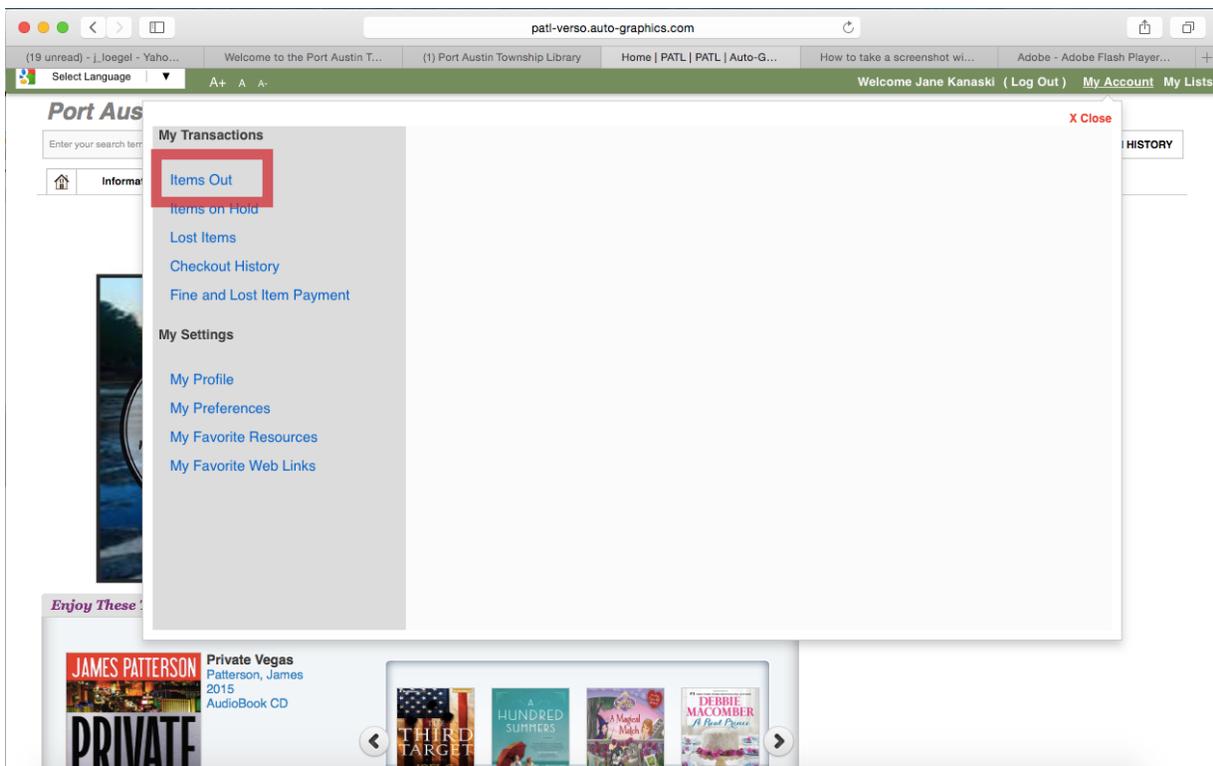


The screenshot shows the Port Austin Township Library website. The browser address bar is `patl-verso.auto-graphics.com`. The page header includes a search bar, navigation links for "All Headings" and "Resources", and buttons for "ADVANCED" and "SEARCH HISTORY". The main content area features a large banner for "Port Austin Township Library" with a lighthouse image. To the right, there is a "Winter Hours" table:

Winter Hours:	
Monday	1 pm - 7 pm
Tuesday	10 am - 12 pm AND 1 pm - 5 pm
Wednesday	10 am - 12 pm AND 1 pm - 7 pm
Thursday	1 pm - 7 pm
Friday	1 pm - 4 pm
Saturday	10 am - 2 pm
Sunday	CLOSED

Below the banner, there is a section titled "Enjoy These Terrific New Items Recently Added To Our Collections!" with a carousel of book covers including "Creating Web pages for Dummies" and "Earth".

7. A mostly blank box will appear with a menu on the left hand side. To view the items you currently have checked out, click on “Items Out.” A list of items currently checked out and their due dates will appear. NOTE: Online renewal of items is currently unavailable.



The screenshot shows the same website with the "My Account" dropdown menu open. The menu items are:

- My Transactions
  - Items Out** (highlighted with a red box)
  - Items on Hold
  - Lost Items
  - Checkout History
  - Fine and Lost Item Payment
- My Settings
  - My Profile
  - My Preferences
  - My Favorite Resources
  - My Favorite Web Links

The background shows the same banner and carousel as the previous screenshot, with the carousel displaying books like "Private Vegas" and "A Hundred Summers".