

Creating an Online Account

- Click on “Create Account” in top right corner of the screen and follow the prompts
 - Enter your last name and your barcode (your recreation card number) and click “Next”
 - If a message “Please see your administrator for assistance” appears, contact a staff member for assistance.
 - Accurately enter your birthdate with the drop-down prompts of Month, Day, and Year then click “Next”
 - Enter a “user name” and “password” by following the prompts. Your email is NOT needed. Click “Save”
 - Write down your username and password for future use.
 - When finished your name will appear in the top right corner of the screen.
- Click on “Home” or “Catalog” or “My Info” to access desired information.

- You may click on “How do I...?” in the upper right corner below the green line for more information.

- Click on “Logout” (upper right screen corner) before leaving the computer.