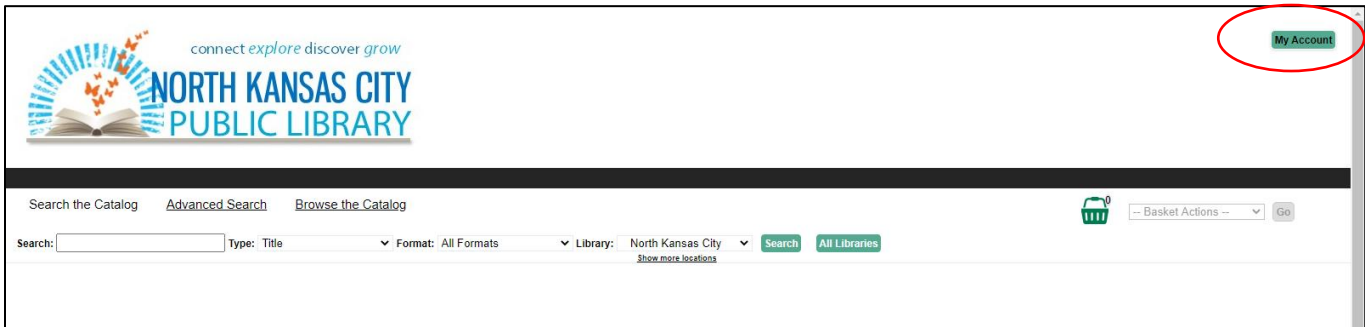
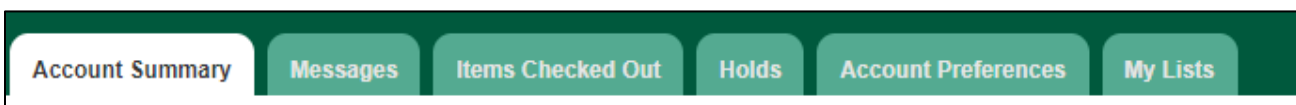


Accessing Your Account

From the catalog screen, click on *My Account* at the top of the catalog page and enter your library card number and PIN or Password.



The My Account screen has multiple tabs.



Account Summary:

This tab displays how many items you have checked out, how many holds you have, how many holds are ready to pickup, and when your library card will expire. You can also see if you have a balance due on your account and any payments you've made.

Messages:

Here you can find messages from North Kansas City Public Library about your account.

Items Checked Out:

See all items you currently have checked out.

Renewing you items:

On the Items Checked Out tab, check the boxes next to the item(s) you wish to renew and select **Renew Selected Titles** from the drop down menu above the list. Then, click **Go**. Not all items are eligible for renewal. For example, if there are pending holds on a very popular item, you may be unable to renew the item. Library items can only be renewed twice.

Checkout History:

You can also view your checkout history (if you have enabled that feature in Account Preferences).

Holds

See any items you currently have on hold. By clicking the checkbox beside an item, you can suspend or cancel a hold.

You can also view your holds history (if you have enabled that feature in Account Preferences).

Account Preferences

Here you can view your personal account information. Patrons may change their PIN/Password and email address. Any other changes must be made by library staff.

Patrons can also update their notification preferences: email or text message.

You can choose to keep a history of your checked out items and items placed on hold.