

## INSTRUCTIONS FOR YOUR LIBRARY-- HOW TO REGISTER FOR A TEMPORARY LIBRARY CARDS

This is only for people who live in the Atwood-Hammond Public Library District service area that do not already have a library card.

This card will only give you access to our digital resources, and since it is a temporary card it will expire in--- 60 days.

After you submit your request, please wait for the confirmation screen.**PLEASE MAKE SURE YOU WRITE DOWN THE TEMPORARY CARD NUMBER.** If you do not keep the temporary card number, you will not be able to access the digital services.

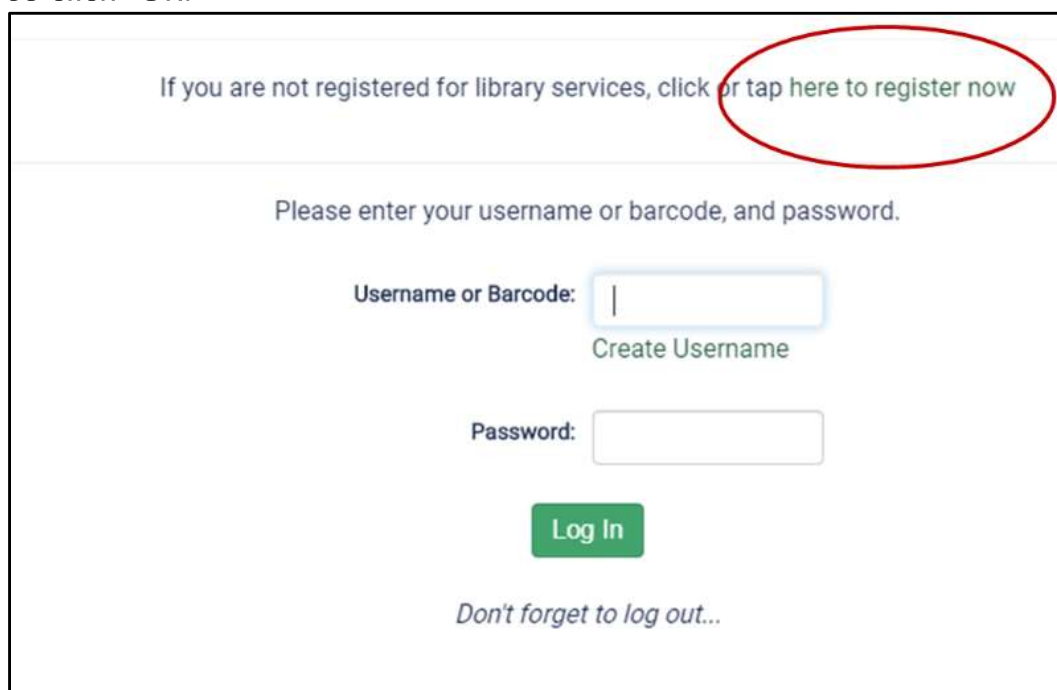
### Step 1-

Click on the link below to access the account log-on page for our database.

<https://search.illinoisheartland.org/logon.aspx?src=https%3a%2f%2fsearch.illinoisheartland.org%2fpatronaccount%2fdefault.aspx%3fctx%3d369.1033.0.0.3&ctx=369.1033.0.0.3>

### Step 2-

Click on "register now." A pop-up message that reads "you must be 13 or older" may appear, if so click "OK."



The screenshot shows a web page for library services. At the top, a message reads: "If you are not registered for library services, click or tap here to register now". The phrase "click or tap here to register now" is circled in red. Below this, a prompt says "Please enter your username or barcode, and password." There are two input fields: "Username or Barcode:" and "Password:". Below the "Username or Barcode:" field is a link that says "Create Username". Below the "Password:" field is a green button labeled "Log In". At the bottom, there is a link that says "Don't forget to log out..."

### Step 3-

Select Atwood-Hammond Public Library District as the home library. Type 61913 for the zip code. Click Continue.



A screenshot of a web form. At the top left is a 'Help' link with a downward arrow. Below it, the text 'Please select a home library:' is followed by a dropdown menu showing 'Fairview Heights Public Library (FVHP-ZED)'. Underneath, 'Enter your Postal Code:' is followed by a text box containing '62208' and a country dropdown menu showing 'USA'. At the bottom right are two green buttons: 'Continue' and 'Cancel'.

### Step 4-

Select your town here, then click Continue.



A screenshot of a web form. At the top left is a 'Help' link with a downward arrow. Below it, the text 'Please select your city:' is followed by a dropdown menu showing 'FAIRVIEW HEIGHTS, IL - SAINT CLAIR County'. At the bottom right are two green buttons: 'Continue' and 'Cancel'. Below the buttons is a solid dark blue horizontal bar.

### Step 5-

The top of the page will read "you can pick up your card at the branch specified." **We will not be making a physical card for you to pick up so you will not need to come to the library - this only gives access to the digital resources.**

## Filling out the Registration Form-

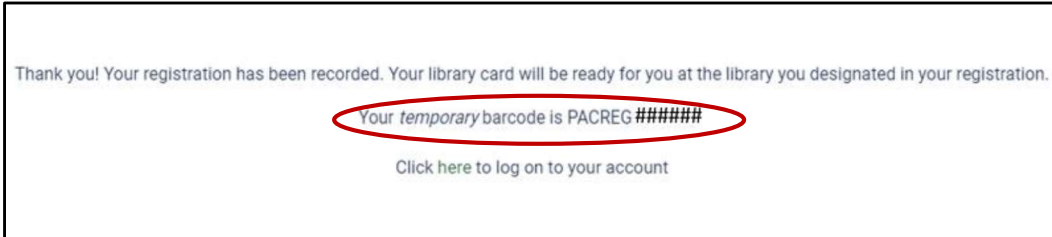
The required fields are marked with a red asterisk (\*) in the Contact Information, Preferences, and Log-on Information sections.

<b>Contact information</b>	
Email address: <b>* Required</b>	Alt. E-mail Address:
Phone 1: <b>* Required. Include area code</b>	Phone 2:
Phone 3:	
<b>Preferences:</b>	
My preference for receiving library notices: None	Language preference: English <i>Notices are sent in English or Spanish</i>
Phone number for TXT messages: Phone 1 <b>Choose "Phone 1"</b>	Carrier: <b>Select your phone provider from the list</b> <Select a carrier>
<b>Additional information:</b>	
Parent/Guardian : Leave blank or write "none"	
<b>Logon information:</b>	
Username: <b>* Required. Must start with a letter</b>	
Password: <b>* Enter a 4 digit number</b>	
Verification: <b>* Enter the same number again</b>	

- For Preferences, select "Phone 1" and choose your carrier for texting.
- Parent/Guardian is not required, so you can either leave it empty or you can type "none."
- The Username must start with a letter.
- The Password should be a 4-digit number. This PIN will be your password for some of the resources, so make sure it's something you'll remember. Type in this same number in the "Verification" field.
- When all information is filled out, submit the form.

### Step 6-

Once you have submitted your registration form, you will get a confirmation page. You will **NOT** get an email confirming that the form was submitted. If your page shows the image below, that means you successfully submitted the form.



**PLEASE MAKE SURE YOU WRITE DOWN THE TEMPORARY CARD NUMBER.** This is the barcode you will use to access digital resources.

If you have any issues completing the form, please contact us by email at [ahlibrary.com](mailto:ahlibrary.com) or phone at 578-2727 and leave a message, if no answer. We are working various hours with closed doors, but will return your call when we are physically in the building next. Email will be checked often throughout the day.

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